

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

LOCATOR INDEX: 8500

Title:	Food Service Manager
Reports To:	Director of Food Services/Principal
Position Status :	194-day contract (Section 3319.081 – ORC)
FLSA Status:	Non-Exempt (Classified)
General Description	Responsible for the supervision and operation of the school food service program to provide nutritional school meals and promote health and wellness of District students and staff.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Training/successful experience in Food Service Management and/or Child Nutrition Programs (Food Safety certification preferred). 3. Knowledge of USDA Food & Nutrition Standards and Ohio School Law. 4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 5. Good health, high moral character, and good attendance record. 6. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, food service areas, and appropriate areas of school and District property and facilities. 2. Effective communication and interpersonal skills. 3. Able to operate the food preparation and lunch room areas and related supplies and equipment. 4. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 5. Able to work successfully with students, parents, teachers, administrators, school staff, and the community. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Supervise Child Nutrition and School Food Service Program in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and the provisions of State and Federal law. 2. * Maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Cuyahoga County Health Department, the National School Lunch and Breakfast Program. 3. * Assist with menu planning for daily meals, as well as for special events and catering, in accordance with the nutritional standards and dietary guidelines of the United States Department of Health (USDA). 4. * Prepare and serve food items in accordance with planned School Food Service Program. 5. Oversee Point-of-Sale (POS) and vending machine operations. 6. * Supervise and evaluate Food Services staff as assigned. 7. Assist with professional development programs and required staff training for food service employees and volunteers. 8. Coordinate substitute food service staff to fill vacant assignments as needed. 	

9. Work in conjunction with Pupil Services to provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Education Plans (IEPs), food allergy action plan, and/or other District authorized accommodation plan.
10. * Collect necessary data, maintain records, and prepare reports for services provided through Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.
11. Assist with budget preparation and implementation.
12. Requisition all material, food, supplies, and equipment as needed to carry out program.
13. Maintain complete and accurate accounting and reporting of all data for necessary state and local reports and payroll and file in a timely manner.
14. * Prepare daily deposits and maintain accurate financial records.
15. Supervise procedures for receipt, storage, and inventory of all food and supplies.
16. Check all equipment and arranges for service as needed.
17. Maintain accurate records of all repairs and maintenance.
18. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff and the community.
19. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
20. Meet the professional expectations of attendance, suitable attire and decorum, participation in building/District meetings/functions, and support of District initiatives.
21. Respond to specific requests from the Director/Principal on matters affecting the school food service program, health and wellness initiatives, and building operation.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and child nutrition/school food service-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.