



Valparaiso Community School Corporation

POSITION AVAILABLE

TITLE: Food Service Manager, Elementary (Begin 2017-18)
LOCATION: Heavilin Elementary School
REPORTS TO: Field Coordinator and Director of School Nutrition Services

QUALIFICATIONS:

- Supervisory experience required.
- Two (2) years of experience in school food service management.
- Knowledge of computers, inventory and point of sale software
- Experience with scheduling staff and ordering food and supplies.
- ServSafe® certification required.

SUMMARY: The Food service Manager is responsible for the supervision, training and management of all food service operations at an elementary school with a full production kitchen. Provides hands on leadership, support and guidance to ensure that food quality standards, inventory levels, food safety and HACCP guidelines and customer service expectations are met. Managers are responsible for placing all food and supply orders Managers are expected to perform all working duties including food preparation, serving, cashiering and clean up as needed. Managers must maintain accurate records compliant with all local, state and federal guidelines. Managers are responsible for staff scheduling and evaluation and will perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Follows federal, state and local regulations. Communicates changes to employees.
- Attends required meetings and participates in professional development.
- Keeps and submits accurate financial reports and records on time.
- Follows procedures for cash handling and bank deposits.
- Provides on the job training and creates work/cleaning schedules for employees. Performs annual performance evaluation of employees.
- Coaches employees and provides corrective action plans.
- Practices and enforces personal hygiene, dress code, HACCP and safety standards throughout the operation.
- Maintains ServSafe® certification.
- Places all approved food and beverage orders and maintains inventory levels according to procedures.
- Directs the preparation of food assuring high quality, taste, appearance and display. Ensures planned menus are followed.
- Practices and ensures a helpful and pleasant attitude. Uses professional demeanor when dealing with conflict.
- Plans promotions and marketing events to promote nutrition education and increase participation.
- Meets with students and staff for feedback, suggestions and preferences.
- Positively promotes the child nutrition program and communicates well with parents, students, staff and the community.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

- *High School Diploma or GED*
- *Ability to become ServSafe® certified*
- *Valid Driver's License*

LANGUAGE SKILLS

- *Ability to read and comprehend instructions, printed and email correspondence*
- *Ability to write professional correspondence and email*
- *Ability to effectively present information in one-on-one and small group situations to customers and employees*
- *Ability to effectively communicate in spoken English*

MATHEMATICAL SKILLS

- *Ability to add, subtract, multiply and divide numbers accurately.*
- *Ability to perform these operations using units of money, weight and volume.*

REASONING ABILITY

- *Ability to apply common sense understanding to carry out detailed written or oral instructions.*
 - *Ability to problem solve effectively*
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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 50 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Valparaiso Community Schools is an equal opportunity employer.

Submit completed application and resume to Kathy Kane, Director of School Nutrition Services.

WORK SCHEDULE: 190 days per year, 7.5 hours daily.