

Upland Unified School District

Job Title: Food Service Manager III
Reports to: Director of Food Services and/or designee
Occupation Group: Food Services
Range: 28
Work Year: 10 Months

BASIC FUNCTIONS

Under minimal supervision, manage a school serving and/or central kitchen, maintain records, supervise kitchen operations, and do other related duties as assigned.

REPRESENTATIVE DUTIES

Plans, assigns and supervises work in the preparation, cooking, baking and portioning of foods (E);
Supervises the work of employees (E);
Supervises the transporting of food to schools and various campus locations (E);
Prepares menus (E);
Trains and instructs new personnel in methods and procedures (E);
Calls and assigns substitutes (E);
Supervises and participates in the cleaning of kitchen and serving area (E);
Orders, inspects, prepares and serves food items as needed (E);
Receives and accounts for monies and food sales (E);
Stores and dispenses foods to other schools (E);
Prepares reports and maintains daily production work sheets (E);
Cooperates with faculty and administration in planning and executing banquets for special events (E);
Monitors equipment and schedules maintenance as needed (E);
Monitors, inventories and orders necessary food and supplies for multiple sites (E);
Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of supervision;
Food preparation methods including washing, cutting and assembling food items;
Proper methods of food rotation and storage;
Proper methods of storing equipment, materials and supplies;
Computerized data entry for food service related data and transactions;
Kitchen safety and sanitation rules and regulations.

Ability to:

Work with, instruct and supervise cafeteria personnel;
Maintain adequate sanitary and safety conditions in the area of responsibility;
Maintain nutrition and service equipment and areas in a clean and sanitary condition;
Use and apply approved chemical cleaning agents safely;
Understand and carry out both oral and written instructions;
Receive and account for monies and food sales;
Inventory and maintain necessary food and supplies;
Receive and account for monies and food sales;
Safely and effectively utilize a variety of kitchen equipment and utensils;
Learn basic computer skills;
Respond to changing rules and regulations;
Work collaboratively and effectively in a team and demanding environment;
Develop and maintain effective interpersonal relations using tact, patience and courtesy;
Maintain consistent, punctual and regular attendance.

EMPLOYMENT STANDARDS

Education:

High School Diploma or equivalent.

Experience:

Three years of experience in quantity food preparation, cooking, and serving, including one year in a supervisory or lead capacity.

LICENSES AND OTHER REQUIREMENTS

Current Food Safety Manager Certification is required (or must be obtained within 60 calendar days of employment);

Certified Food Worker Card from San Bernardino County, Environmental Health Services is required (or must be obtained within 14 days of employment);

A current, valid Class C California driver's license and proof of insurability by the District's liability insurance carrier.

WORKING CONDITIONS WHICH MAY OCCUR

Environment:

Indoor and outdoor environment;
School cafeteria.

Physical Abilities:

Establish and maintain a safe and healthy environment;
Stand and walk for long periods of time with and without anti-fatigue mats;
Work with hands below the waist, above the shoulders, to the sides of the body and horizontally and with wrists in a bent or twisted position;
Perform tasks while leaning, bending forward, kneeling or squatting;
Manual hand and finger dexterity to grasp objects;
Lift, hold, and carry up to 40 pounds; items greater than 40 pounds, assess and modify;
Push and pull heavy food service carts;
Flexibility to reach, bend and stretch;
Near and far visual acuity;
Hear and understand human speech in a relatively noisy environment;

Mental Abilities:

Oral and written comprehension and expression;
Speech recognition;
Inductive and deductive reasoning;
Auditory attention;
Time Sharing/Multi-tasking;
Memorization.

HAZARDS

Exposure to chemicals used for cleaning;
Noise from equipment operation;
Exposure to very hot foods, equipment and metal objects used in cooking and baking;
Exposure to sharp knives and slicers;
Possible contact with blood-borne pathogens and other potentially infectious materials.

October 2006
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