

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **FOOD SERVICE MANAGER**

- QUALIFICATIONS:**
1. High School Diplomas or GED
 2. Be clean and neat in appearance
 3. Strong interpersonal skills
 4. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
 5. The ability to bend, lift, squat, and perform repetitive motions.
 6. Ability to provide leadership and maintain a high level of customer satisfaction.
 7. The ability to lift 25 lbs. at least 25% of the time

REPORTS TO: Food Service Director

POSITION GOAL:

To provide leadership and maintain a high level of customer satisfaction in the district cafeteria.

ESSENTIAL JOB FUNCTIONS:

1. Supervise Assistant manager, Cook and General workers
2. Ensure location maintains health and sanitation standards.
3. Direct staff to achieve day to day objectives.
4. Ensure daily lunch count and income worksheets are done on a daily basis.
5. Ensure daily and weekly orders are placed.
6. Ensure special party procedures are followed.
7. Ensure time sheets are filled in daily and labor is kept within the budget of the school district.
8. Ensure food is used and rotated on shelves.
9. Ensure regular inventory is kept and food cost is at company standard.
10. Ensure banking is done on a daily basis. Ensure statement of deposit is done weekly.

11. Maintain adequate staff including hiring, recruiting and ensuring appropriate sub coverage.
12. Ensure that staff adheres to all policies and procedures.
13. Coach employees as necessary.
14. Provide discipline and termination as necessary.
15. Ensure that presentation of food is at a high standard and a variety is offered daily.
16. Ensure sanitation regulations are being followed.
17. Communicate with staff at all kitchens within the district. Communicate with Food Service Director about ideas and concerns.
18. Ability to use general cafeteria equipment.
19. Other duties may be assigned consistent with this job description and function.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17