

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

AREA MANAGER – SCHOOL FOOD SERVICES

QUALIFICATIONS:

- (1) Graduation from high school or possession of a GED.
- (2) Associate of Science or Bachelor's Degree in Food Services Management or other related fields preferred.
- (3) Minimum of five (5) years progressively responsible experience in School Food Services operation of which three (3) years should have been as a Food Service Manager III or higher.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the management of school cafeterias operating under federal Child Nutrition regulations including food production and service, inventory control, sanitation and safety practices, use of quantity equipment, personnel management and accountability. Considerable knowledge of federal and state Child Nutrition regulations, Florida Department of Health regulations pertaining to school cafeterias, applicable District School Board Policies including the Educational Support Personnel Master Contract, and all Escambia County School Food Services Policies and Procedures. Basic knowledge of food service financial management, current supervisory practices and general administration. Ability to plan and evaluate food service production and service and the ability to instruct and train food service employees in food preparation and serving practices including the use of production and serving equipment. Ability to communicate effectively, both orally and in writing. Ability to maintain an effective working relationship with school / District personnel and the general public. Ability to exercise good judgment recognizing established precedents and practices.

REPORTS TO:

Director II– School Food Services

JOB GOAL

To assist, monitor and evaluate the daily operations of all Escambia County School Food Service programs within the assigned area as authorized and defined by the Department of Education, Food and Nutrition Management Section under the auspices of the United States Department of Agriculture.

SUPERVISES:

Food Service Managers and Assistant Managers
Food Service Assistant IIs
Food Service Assistant Is

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Provide technical assistance to area cafeteria managers and their staffs in all aspects pertaining to Child Nutrition programs.

AREA MANAGER-SCHOOL FOOD SERVICES (Continued)

- * (2) Conduct site reviews to evaluate all food service programs regarding operational efficiency and effectiveness, financial status and adherence to all local, state, and federal regulations, policies and procedures.
- * (3) Demonstrate work simplification methods as needed, evaluate and assist in the preparation of employee work schedules and new employee training.
- * (4) Monitor program compliance with federal, state and district standards established for food preparation, meal service, sanitation and safety, food storage and inventory control, cash collections and customer relations.
- * (5) Assist with the development and implementation of marketing programs.
- * (6) Assist with the design of efficient food service facilities and the acquisition of equipment and supplies.
- * (7) Assist with the training and support for the automated food service system.
- * (8) Perform other duties as assigned.

Inter / Intra-Agency Communication and Delivery

- * (9) Confer with cafeteria managers, school administrators and food service personnel concerning food service programs and activities.
- * (10) Respond to inquiries or concerns in a timely manner.
- * (11) Keep supervisor informed of potential problems or unusual events.
- * (12) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (13) Stay well informed about current trends and best practices in areas of responsibility.
- * (14) Maintain expertise in assigned areas to fulfill program goals and objectives.
- * (15) Assist in the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (16) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues as required by the Director of Food Services.

Systemic Functions

- * (17) Assist in the development of the department budget and monitor its implementation.
- * (18) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (20) Represent, consistently, the District in a positive and professional manner.
- * (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (22) Provide leadership and direction for the assigned areas of responsibility.
- * (23) Set high standards and expectations for self and others.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (25) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (26) Assist in implementing the District's goals and strategic commitments.

PHYSICAL REQUIREMENTS:

While performing the essential functions of this job the employee is frequently required to sit, stand, or walk, use hands to touch, handle, or feel, reach with hands and arms, and bend at the waist and is occasionally required to lift and/or move up to 50 pounds.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work years and hours of employment shall be those established by the District.

AREA MANAGER – SCHOOL FOOD SERVICES (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 13

Date of Board Approval: April 24, 2007