

FOOD SERVICE MANAGER - SECONDARY

DEFINITION

Under general supervision, to lead and participate in a secondary school food service program, including cafeteria, snack bar, or speed lines, and to do related work as required.

EXAMPLES OF DUTIES

Serve as lead food service worker at a secondary school; lead and personally perform food service work in accordance with prescribed work schedules; assist in the planning, assigning and supervision of preparing, heating and serving foods; train and instruct personnel in methods and procedures of tasks assigned; oversee and participate in the operation and clean-up of a snack bar, speed line or cafeteria; requisition food and supplies, checking quantity and quality of food upon arrival; maintain inventory, records and supplies; collect money and prepare receipts and record for banking; prepare daily reports; maintain food service areas, facilities and equipment in a clean and sanitary condition.

QUALIFICATIONS

Knowledge of

Preparation, serving and storage of food; methods and procedures for heating and serving foods; operation of standard food service equipment and appliances; basic weights and measures in food preparation; inventory record keeping, estimating and ordering procedures; basic food service sanitation; computer operation.

Ability to

Provide lead assistance, training and instruction to food service workers; maintain and monitor work schedules; collect and receipt money; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; work without immediate supervision; utilize computer.

Experience

Two years of experience in food preparation and service which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering from 25 pounds up to 50 pounds, with occasional lifting and maneuvering of up to 75 pounds with assistance. Maneuvering of up to 140 pound food carts with assistance. Frequent standing or walking much of the time with twisting bending, stooping squatting also required.

Licenses

Possession of a valid and appropriate California Driver's License, if required; Food Handler's Certificate.

Board Approved: June 28, 1978

Revised: June 11, 1991

Revised: February 10, 1998 effective March 1, 1998

Revised: December 10, 2002 effective January 1, 2003

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