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FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: FOOD SERVICE MANAGER

REPORTS TO: Principal

JOB GOALS: To manage the day to day operation of the food service department, meeting all the St. Louis County Health Department and MN Department of Education requirements.

EMPLOYEE CLASSIFICATION:

The Food Service Manager position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked **by clocking in and out. utilizing the timecard system. that is located in the office work room.** Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

- ~~1. Train the Assistant Food Service Manager in all aspects of the position to ensure the ability to work independently as the Food Service Manager.~~
2. Prepare all meals for students.
3. Display leadership abilities that enhance job performances in others.
4. Recommend, to the superintendent and the board of education, personnel needs and the hiring of individuals to fill food service positions.
5. Assign duties to food service staff in order to complete daily meal preparations for students and staff while maintaining a clean kitchen and cafeteria area.
6. Routinely inspect the food preparation and kitchen/cafeteria area to determine that work is being completed as scheduled and as needed. Address food service employee deficiencies with oral and written reprimands. If the employee deficiency continues, after due process, recommend suspension and/or discharge of any employee doing unsatisfactory work.
7. Address other food service employees grievances on behalf of the district.
8. Responsible for menu planning in accordance with all mandated requirements.
9. Maintain a food service inventory.
10. Order all the necessary food supplies, materials and equipment to maintain the food service department.
11. Manage the food service budget.
- ~~12. Address food service employee deficiencies with oral and written reprimands. If the employee deficiency continues, after due process, recommend suspension and/or discharge of any employee doing unsatisfactory work.~~
13. Assist in the performance of food service duties as needed.
14. Perform other duties as assigned