

## **SERIES 500 - PERSONNEL**

### **Support Staff Job Descriptions and Evaluation - 560**

#### **Job Description and Evaluation for the Food Service Manager (563.1)**

##### **BASIC FUNCTION**

The basic function of the Food Service Manager is to oversee and manage the entire food service program at the Norwalk-Ontario-Wilton School District.

##### **REPORTS TO**

The Food Service Manager shall report to the Superintendent.

##### **RESPONSIBLE FOR**

The Food Service Manager is responsible for preparation and production of food, sanitary conditions in the kitchens, and the management of the food service staff. The Food Service Manager is also responsible for the nutritional value of the school district lunches as well as proper record keeping and documentation of all aspects of the food service program.

##### **SPECIFIC RESPONSIBILITIES**

###### **A. Personnel**

1. Schedules the work times of all food service staff for most efficient use of time.
2. Schedules workloads and determines responsibilities for all food service staff.
3. Insures that all food service staff members meet all polices and laws set forth by governmental institutions.
4. Arranges for substitutes when food service staff is absent.
5. Trains newly hired food service staff members on responsibilities.
6. Sends food service staff to appropriate training sessions as required by the Wisconsin Department of Public Instruction.

###### **B. Managerial**

1. Develops the school lunch menu.
2. Insures that all school lunches meet all established nutritional standards for the student body.
3. Respond to student food preferences to increase participation in school lunch.

4. Oversees a sanitary and safe kitchen in the high school and elementary buildings.
5. Orders all food and milk.
6. Completes requisitions and purchase orders for administrative approval.
7. Determines ala carte items to be sold at the high school.
8. Responsible for tracking student and staff lunch participation at the Jr. High and High School building during lunch time by inputting purchases.
9. Check that all billed items were delivered.
10. Handles commodity orders, rebates, and reviews contributions.
11. Inventories food.
12. Prepares for inspections by the Wisconsin Department of Public Instruction.
13. Communicates and initiates contracts with the Wisconsin Department of Public Instruction.
14. Monitors and manages the Fund 50 budget.
15. Personally attends required training sessions established by the Wisconsin Department of Public Instruction.

**C. Record Keeping**

1. Check and record temperatures of all freezers and coolers.
2. Keep production records of all meal and snacks served.
3. Process the direct certification for free and reduced families.
4. Compile and monthly report of participation separated by free, reduced and paid categories for afternoon snacks for REAL program.
5. Itemize costs and submit bill for fund transfer for the REAL program.
6. Keep records on all milk used for different activities.
7. Accurately records planned menus, food produced and food discarded.

**D. Food Preparation and Service**

1. Develop standardized recipes to insure consistent quality.
2. Maintains quality food production and distribution.
3. Assist food service personnel in food production and preparation as needed.

**E. Miscellaneous**

1. Monitors maintenance and use of all food service equipment.
2. Perform all reasonable tasks at the request of the Superintendent.

## **EVAULATION OF THE FOOD SERVICE MANAGER**

The evaluation of the Food Service Manager will be done annually, prior to June 1, by the Superintendent. The person employed in this position will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the Food Service Manager is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The Food Service Manager will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. The Food Service Manager must return a signed evaluation to the Superintendent within five business days after receiving the evaluation

Adopted: 8/13/07