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**TITLE:** FOOD SERVICES MANAGER

**DEPARTMENT:** School Food Services

**TITLE OF SUPERVISOR:** Food Services Supervisor

**SUPERVISES:** Food Service Assistant and Other Workers

**QUALIFICATIONS:** 1. Holds a high school diploma or equivalent

2. Holds a valid certificate from the State Department of Education.

**TERMS OF EMPLOYMENT:** The work year will be for a regular school term and periodic checks during the summer.

**EVALUATION:** Performance of this job will be evaluated annually by the Food Services Supervisor.

**GENERAL RESPONSIBILITIES:** Supervises a staff of employees, implements, and coordinates food services to ensure high standards of nutritional education, food production and student services.

**DESCRIPTION OF DUTIES:**

1. Plans and evaluates nutritionally sound menus incorporating time saving production techniques, effective merchandising, and nutrition education activities.
2. Directs purchases or recommends purchases for food supplies and equipment according to established specifications and procedures.
3. Assumes responsibility for receiving, storing, handling, preparing, and serving of foods that are attractive, meets nutritional needs of students and established standards.
4. Assures that sanitation and safety practices in all phases of school food service operation meets established standards.
5. Maintains a required system of accountability.
6. Makes daily, weekly, and monthly reports to central offi

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7. Issues tickets and acts as cashier.
8. Prepares cash receipts and deposit slips for bank deposits.
9. Checks refrigeration temperature and records daily.
10. Plans schedules and work assignments.
11. Trains, supervises and evaluates food service staff according to established procedures.
12. Enforces rules and policies as set forth by federal, state, and local authorities.
13. Evaluates operation and implements changes to improve services.
14. Directs food preparation, serving, and cleanup for school meals and special functions.
15. Supervises use, care, and maintenance of equipment.
16. Promotes good public relations with students, faculty, parents, and employees regarding school food services.
17. Communicates concerns to appropriate supervisor about policies and procedures relating to all food service employees.
18. Attends staff development sessions and in-service workshops to improve professional growth.
19. Conducts staff development/in-service for School Food Services staff.
20. Opens and closes cafeteria personally, unless assigns assistant manager to do so.
21. Maintains a perpetual inventory of all cafeteria properties.
22. Does related work and other responsibilities that may be assigned.