



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Campus Food Services Manager
Revised 4/20

DEFINITION

Under the direction of the Director of Food Services, plans, supervises, and participates in the operation and activities of a high school cafeteria and related food service areas; train, supervise, and evaluate the performance of assigned staff, and performs other duties as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Responsible to plan, supervise, and participate in the food service operations of the District, including preparation of meals for child nutrition programs and a la carte items; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage. E
2. Train, supervise, assign, and evaluate the performance of assigned food service personnel; obtain substitutes according to established guidelines. E
3. Calculate required quantities of food; contact vendors to order food and supplies per procurement procedures; insure items received are the correct item and quantity; insure items received meet quality standards; oversee and assist with proper storage and efficient use of food and supplies. E
4. Prepare and maintain a variety of records and reports including Federal and State required reports related to inventory, budget, purchase orders, production, sales, food transportation, and daily recap sheets; submit statistical and financial data to the District Office as required. E
5. Plan, prepare, and develop menus in accordance with nutritional requirements, budget limitation, and available supplies. E
6. Assist in the preparation and monitoring of the budget for the site food service program. E
7. Communicate with the Principal and others to coordinate site food service activities with various educational programs, special events and activities. E
8. Attend State and local meetings, conferences, and seminars related to food service operations and purchasing; maintain current knowledge of government regulations related to nutritional requirement and school food service programs per USDA Professional Standards regulations (7 CFR 210.30 and 235.11(g)). E
9. Utilize food secured from subsidy programs and maintain perpetual inventory. E
10. Supervise the collection of monies from students and staff; oversee and assist in developing procedures for point-of-sale system. E
11. Participate in on-campus and district-wide advisory meetings, as required. E
12. Perform other duties as assigned

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

3 years food service and/or restaurant experience with increasing responsibility.
At least 1 year supervisory experience in food service desired.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Valid California Driver License
Food Safety Certification – Manager

KNOWLEDGE AND ABILITIES

Knowledge of

1. Planning, organization, and operation of a large food service program.
2. Methods of calculating and estimating needed food and supplies.
3. Methods of preparing, cooking, and serving of food in large quantities.
4. Sanitation and safety practices related to cooking and serving food, including proper handling of food products.
5. Proper handling and cashiering of money.
6. Health department regulations and safe working methods and procedures.
7. Interpersonal skills and cross-generational strategies.
8. Oral and written communication skills.
9. Proper lifting techniques.
10. Standard kitchen equipment, utensils, and measurements, including cleaning and care.
11. Principles and practices of supervision and training, including coaching for performance improvement.
12. Inventory methods and practices, including storage and rotation of perishable foods.
13. Record-keeping techniques.
14. Basic computer skills with applications such as MS Word, MS Excel etc.
15. Knowledge of general office procedures and office machines (computer, fax, copier)
16. Correct English usage, grammar, spelling, punctuation, and vocabulary.
17. State and Federal regulations for safety and sanitation in food production facilities.
18. Requirements of the National School Lunch Act and other pertinent State and Federal laws.
19. District policies, rules, and regulations.

Ability to

1. Plan, supervise, and participate in the operation and activities of high school cafeteria and snack areas.
2. Train, supervise, and evaluate assigned staff.
3. Maintain confidentiality in matters regarding employees and/or students.
4. Use good judgement while recognizing the scope of authority.
5. Calculate, estimate, and order food and supplies.
6. Compile and maintain accurate and complete records and reports.
7. Assure proper delivery, storage, preparation, and serving of food in accordance with health, sanitation, and safety regulations.
8. Assure food service areas and equipment are kept clean and sanitary.
9. Operate commercial kitchen equipment, appliances, and utensils in a safe and efficient manner.
10. Operate computer and printer and other office machines with basic skills in the operation including word processing, e-mail, and data base software.
11. Analyze situations accurately and exercise good judgement in taking effective action.
12. Meet schedules and timelines.
13. Be punctual and regular in attendance.
14. Work independently with little direction or supervision.
15. Understand and follow oral and written instructions.
16. Establish and maintain cooperative and effective working relationships with others using tact, patience and courtesy.
17. Communicate effectively both orally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Office environment, outside and inside food services facilities subject to changing temperatures exceeding 90 degrees at times.
2. May have changing priorities and interruptions.
3. May work with moving equipment such as carts.

Physical Demands

1. Verbal, auditory, and written capabilities to effectively communicate with students, co-workers, supervisor, and other staff.
2. Standing and walking for extended periods of time.
3. Dexterity of hands and fingers to operate equipment.
4. Pulling, pushing, and lifting up to 50 pounds.
5. Clarity of vision at varying distances.
6. Continuous hand-eye coordination and manipulation of large and small objects.
7. Occasional kneeling, bending, stretching, and reaching.