



Job Description

Job Title: Food Service Field Manager

Classification: Classified

Salary Schedule: XBA/XBD

Department: Food Services

Reports To: Food Services Supervisor

FLSA Status: Non-exempt

Date: July 2024

Approved by : Northwest Local School District Board of Education

Job Summary: Assist Food Service Supervisor in the daily supervision of Food Service Department operations. Process and maintain accurate records and reports necessary to ensure all the requirements of the Child Nutrition program have been met and kitchens have the resources needed to produce meals. This person will train all new employees and will help cover for staff when subs are not available.

Job Qualifications:

1. High School diploma or GED.
2. Knowledge of the use and care of modern kitchen and cafeteria service equipment.
3. Completion of Northwest Schools Cafeteria Manager Training Program preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Monitor and assess all Food Service activities at assigned sites for compliance with federal, state and district standards. Such duties could include: checking site records and financial forms; auditing for energy and safety; ensuring compliant sanitation practices; enforcing food production and service standards; coaching proper management and interpersonal relationships.
2. Enforce Health Department regulations and policies/procedures as directed by administrative guidelines and Board policy; ensuring that kitchen areas, equipment and counters are cleaned and sanitized, and utilization of the three-compartment sink/dishwasher all meet Health



Department standards.

3. Monitor school record-keeping, activity reports, forecasts, production records, free and reduced price policies and cash receipt reports for each school.
4. Monitor and evaluate the work performance of employees for assigned sites.
5. Assist with time studies, materials and equipment studies, and evaluate such studies and worker performance to set schedules, equipment needs and personnel requirements.
6. Assure building level quality control and customer service.
7. Seek methods to be cost effective in utilization of food, supplies and labor. Including the implementation of an electronic inventory system and districtwide ordering processes.
8. Perform Onsite Accountability Reviews annually for each school as required by the School Breakfast Program and National School Lunch Program.
9. Assist in the selection process of Food Service employees.
10. Assist in the cross training for Food Service personnel to ensure maximum productivity.
11. Assist in the placement of substitute food service personnel.
12. Investigate allegations and prepare documentation relative to the scheduling of disciplinary hearings for assigned sites.
13. Assist in the development and implementation of food service training for all staff, managers, and new employees. Train all staff as necessary on the point of sale system.
14. Participate as a team member with others in the food service administration.
15. Is a member of the District Wellness Committee to assist the Supervisor of Food Service.
16. Consult in the planning and equipping of new cafeteria facilities and development of new programs.
17. Performs other duties assigned by the Supervisor of Food Services.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and



- welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
 6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
 7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
 9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
 10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to stand; walk; and sit. The work at times requires bending, squatting, reaching; with the ability to lift & carry a minimum of 40 pounds, push or pull weights up to 50 pounds. The Job requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. Specific vision abilities required by the job include close and the ability to adjust focus. The employee is frequently required to taste or smell. Ability to travel to various district sites is required.

Terms of Employment: Varies based on student calendar.



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Food Service Field Manager

Employee: _____
(print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)