

MINISTRY PROFILE

GRACE

Position Title: Food Service Manager

School: St. Thomas More

Reports to: Director of Food Service

Job Summary: The Food Service Manager will be responsible for providing students with quality, nutritious school meals that comply with all of Department of Public Instruction (DPI), and United States Department of Agriculture (USDA) standards. The Food Service Manager reports to the Director of Food Service, and supports all ideals and needs of the GRACE Food Service Department.

General Duties/Responsibilities:

- Receive meals from vending company, and hot hold/serve meals in a safe and sanitary manner
- Serve and conduct accurate Point of Sale (POS) for all student and guest meals daily
- Record meal totals and prepare all necessary paperwork, including production records daily
- Order supplies and call in meal count to vending company as needed and appropriate
- Ensure vended meals delivered are matching the distributed and stated menu. If substitutions are noticed, inform Director of Food Service immediately
- Collect, enter, and turn in all lunch payments in a timely manner
- Approve bills and forward to GRACE as necessary
- Maintain accurate inventory of all food service items (food, supplies, equipment, etc.) found within individual school site.
- Complete edit checks daily, and check MBA Café balances weekly
- Supervise and direct Food Service Assistant(s) as well as other kitchen personnel, and parent, guardian, family, and/or community volunteers with their pre-determined daily lunch room responsibilities.
- Oversee and follow kitchen Standard Operating Procedures (SOP's) daily as well as all Food Safety, Kitchen Safety, and Kitchen Cleanliness standards daily
- Knowledge of all Critical Control Point (CCP) required temperatures (preparation, storage, etc.)
- In accordance with the new United States Department of Agriculture (USDA) Professional Standards, this position will be required to attend at least 10 hours of training annually.
- Perform any other duty assigned by the Director of Food Service

Qualifications:

- High School Diploma required
- Demonstrate aptitude for successful fulfillment of assigned responsibilities
- Ability to work and communicate well with others

Essential Physical Requirements:

- Ability to stand 4-5 hours per day
- Ability to lift between 40-50 pounds