

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED APRIL 2018  
SALARY SCHEDULE #85  
RANGE: 18.50  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**FOOD SERVICE MANAGER**

**DEFINITION**

Under general direction to plan, organize and direct the activities and operations of the Kern County Superintendent of School's (KCSOS) Food Services Department and to do related work as required.

**ESSENTIAL FUNCTIONS**

Perform menu planning, meal component analysis and meal pricing;

factor nutritive values and quantities of food served ensuring all meals meet United States Department of Agriculture (USDA) and California Department of Education (CDE) requirements for reimbursable meals;

purchase foodstuffs and other supplies needed to efficiently operate the food service program;

maintain an adequate inventory of materials and supplies on a cost effective basis;

work with state and local agencies to ensure proper operation of the food service program;

establish and implement sanitation and safety standards for the food service program utilizing Hazard Analysis Critical Control Point (HACCP) principles and maintain and update the KCSOS HACCP Plan as needed;

coordinate program procedures with staff members at each site;

keep abreast of current trends in nutrition/food service programs;

complete compliance reviews ensuring that all site reviews meet the guidelines and timelines set forth by USDA and CDE;

oversee and coordinate internal audits and State audits conducted by the Department of Education;

maintain all state required records;

coordinate the State Surplus Commodity Program utilizing commodities on menus to help lower the cost of operations;

oversee coordination of food preparation and delivery to contracting sites;

supervise all phases of the food service program;

interview and recommend employees for hire;

train and evaluate the performance of assigned staff;

conduct periodic visits to all remote sites to evaluate food program.

## **QUALIFICATIONS**

### Knowledge of:

Procedures and equipment used in preparation, cooking and serving of food in large quantities;

food nutritional values, proper food combinations and economical substitutions that may be made;

how to prepare food which will be attractive to students;

accounting records of a school cafeteria system;

principles of supervision and training;

sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage.

### Ability to:

Prepare menus affording a balanced diet for students that meet all USDA requirements for reimbursable meals;

supervise the operation of school cafeterias;

examine bids for food contracts and determine the most advantageous bid in terms of quality and cost;

select, train and supervise food service personnel;

maintain cooperative relationships with those contacted in the course of the work;

recommend the purchase of new equipment;

frequently work at desk, conference table or in meetings of various configurations;

stand for extended periods of time, lift and carry 50 lbs., and reach in all directions on a seldom basis.

frequently see for the purpose of reading laws and codes, rules and policies and other printed matter;

frequently hear and understand speech at normal levels;

frequently communicate so others will be able to clearly understand a normal conversation;

frequently bend and twist, stoop, kneel, push and pull.

### Experience:

Three (3) years of experience in a school cafeteria management or equivalent setting including supervision of staff and responsibility for the planning and preparation of food in large quantities.

### Education:

Twelfth grade education or equivalent with work in dietetics, home economics or a closely related field.

Bachelor's degree desired.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

4/5/18

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