

**Burrton USD 369**  
**Food Service Manager (Head Cook) Job Description**

**Purpose:** The Food Services Manager prepares and serves the students nutritious and attractive meals in an atmosphere of efficiency, cleanliness, and warmth. In addition, he/she supervises and coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks the Food Services Manager must work closely with the staff and administration of the district.

**Responsible to:** Superintendent

**Supervises:** Assigned school food services staff

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Maintain current TB testing as required by Health Department regulations.
2. Successful completion of the State food service courses, including baking, main dish, and management.
3. Ability to maintain a neat, clean appearance.
4. Ability to lift 30 pounds.
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Supervise and coordinate food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Must work in noisy and crowded environments, with numerous interruptions.
5. Must work in and around fumes and odors.

**General Responsibilities:**

1. Attend job-related training classes and workshops and District inservice programs. Train and evaluate employees under his/her direct supervision.
2. Responsible for the daily operation of the kitchen, including the ordering of supplies, being involved in the daily preparation of meals, and assisting where needed.
3. Practice procedures in food preparation, use and care of equipment and personal habits to be sure sanitation standards are met.
4. Follow standards of safety in storing and serving food.
5. Schedule food service personnel and maintain daily work schedules.
6. Maintain a required system of accountability by managing the program in accordance with Federal, State, and local requirements. Keep accurate count of all lunches, paid, free, reduced, and adult, and is responsible for accurate daily deposits.
7. Plan daily menus, turn in weekly and monthly reports as needed, as well as inventory requirements.
8. Work with the principal in scheduling meal periods.
9. Participate in implementing cost-containment measures while maintaining quality.
10. Observe and follow all school district policies at all times.
11. Respond to information requests in a cooperative, courteous, and timely manner.
12. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Perform other tasks and assume other responsibilities as directed by the administration and State director of food services.