



FOOD SERVICE MANAGER

Reports to: Center Manager
Department: Child & Family Services Programs
Classification: Nonexempt

Division: Program Operations
Program: Head Start
Grade: 5

The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

SUMMARY OF PRIMARY FUNCTION

The Food Service Manager, in conjunction with food service personnel and classroom staff, complies with Performance Standards guidelines. The Food Service Manager provides adequate food quantities, ensures the availability of appropriate serving utensils and follows the proper procedures and handling of cooking utensils and 3-sink method. The Food Service Manager develops a system for ordering food supplies and maintains center records of food ordered, usage and waste.

ESSENTIAL FUNCTIONS

Planning and Preparation

1. Reviews pre-approved menus for planning, ordering, delivery, and plan for leftovers.
2. Reviews the pre-approved menus for the morning, noon, snack, and/or evening meals, in order to provide alternate food selection for children with disabilities or special dietary needs as needed.
3. Reviews the pre-approved menus for the morning, noon, snack and/or evening meals and plan to provide alternate food selection for infant and toddlers when food selection is inappropriate, in consultation with the Special Summer Food Service.
4. Implements substitutions as necessary, with the assurance of meeting the nutritional quality of the program according to Head Start Performance Standards and the Special Summer Food Service.
5. Maintains open communication and cooperative efforts with Head Start staff to support the use of the kitchen for parent involvement, meetings, training, and classroom efforts to provide cooking activities for children.

Record Keeping

1. Develops an ordering system to meet budgetary guidelines and have adequate quantities of food items as needed.
2. Assures purchase orders and expenditures are recorded accurately and in a timely manner.
3. Completes a daily record of actual meals served for each meal.
4. Completes a daily record of the portion of plate waste per meal. Reports plate waste to the Center Manager on a weekly basis and the Program Health Specialist when he/she visits the center.
5. Maintains a storage log. Ensures food items are properly dated, properly wrapped for storage, and used on a first in/first out rotation.
6. Maintains an accurate monthly inventory of food items to be reported to Crookston, as well as all utensils, materials, and small equipment.
7. Completes a daily production record for each meal. Damaged items are returned to the vendor for credit.
8. Maintains a copy of any Certified Nutrition (CN) labels, kept for all convenience items.
9. Records the number of meals served daily to walk-in and non-program adults.

Safety and Sanitation

1. Maintains a high standard of sanitation in preparation, service of food, and storage.
2. Prepares meals according to the State Health Department sanitation standards, including proper time and temperature, exposure of food, personal hygiene, cleaning procedures, and schedule.
3. Utilizes correct operating and cleaning (3 sink method) procedures of standard cooking equipment.
4. Conspicuously posts agency and regulatory information.

Miscellaneous

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.

4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley's programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

MINIMUM REQUIREMENTS

1. Must be at least 18 years of age.
2. Food Service Manager certificate, if required by state.
3. One year experience in cooking for large numbers of people.
4. Demonstrated ability to read and complete necessary paperwork.
5. Demonstrated ability to do math problem solving.

PREFERRED REQUIREMENTS

1. High school diploma or equivalent.
2. Understanding of Head Start philosophy and clients served.
3. Ability to communicate fluently in English and Spanish, verbally and in writing.
4. Familiar with Mexican/American, Migrant families cultures and lifestyles.
5. Proof of valid driver's license and current/adequate vehicle insurance coverage.

MENTAL DEMANDS

1. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. Consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

PHYSICAL DEMANDS / WORK CONDITIONS

1. Requires the ability to frequently bend, stoop, reach, squat, and crouch as needed with manual dexterity sufficient to operate relative appliances and utensils required of the position and to accomplish tasks. Requires the ability to stand/walk continuously while performing job duties. Requires normal range of hearing and vision.
2. Requires the ability to carry and/or lift up to 75 pounds on an occasional basis.
3. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
4. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.
5. The work environment involves moderate risks or discomforts; minimal to moderate exposure to toxic chemicals and dangerous elements in a controlled environment.

ACKNOWLEDGEMENT

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) _____

Employee Signature _____ Date _____