

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6585
Pay Grade: D08

FLSA: Non-Exempt

FOOD SERVICE MANAGER INTERN

MAJOR FUNCTION:

A trainee position preparing the incumbent to perform responsible managerial and supervisory duties operating a school cafeteria in a large school system. Learns state and federal standards and School Board policies. Study is performed under the general supervision of the instructor with consultation of the Food Service Director.

DUTIES AND RESPONSIBILITIES:

- Gains knowledge and learns skills related to:
- Interviewing applicants according to personnel procedures and making recommendations for employment.
- Supervising training of new personnel.
- Planning, assigning, supervising and inspecting work of subordinates.
- Making recommendations for promotions, demotions or disciplinary action.
- Maintaining total responsibility for overall efficient management of a school cafeteria.
- Calculating and ordering food and supplies to meet requirements designated by countywide menus.
- Supervising food preparation, portion control, serving procedures.
- Recommending purchase, repair, care and use of equipment.
- Preparing a variety of reports, records and files.
- Submitting records and reports on a timely basis.
- Making daily bank deposits.
- Assisting all other Food Service Workers as needed to ensure standards of performance are maintained and program objectives achieved.
- Maintaining sanitary work areas to include personal cleanliness, food handling, food storage and food preparation and clean-up.
- Assisting in preparation, service and clean-up as needed.
- Performing related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus three (3) years progressively responsible experience in quantity food preparation, with some supervisory responsibilities; or the equivalent combination of education, training, and experience.

ISSUED: 11/87 MW; BOARD APPROVED: 11/11/87; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

FOOD SERVICE MANAGER INTERN

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | | X | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | | | X | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | | X |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | X | |
| 21. Using a video display terminal | | | | X | |
| 22. Working in a normal office environment with few physical discomforts | | | | X | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | | | | X | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | | | X | | |
| 27. Other physical, mental or visual ability required by the job | | | | | X |