

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB:

6565 (I) Pay Grade: D10  
6570 (II) Pay Grade: D11  
6575 (III) Pay Grade: D12  
6580 (IV) Pay Grade: D13

FLSA: Non-Exempt

**FOOD SERVICE MANAGER I, II, III, IV**

All levels based on average daily meal equivalents served

**MAJOR FUNCTION:**

Performs responsible managerial and supervisory duties operating school cafeterias in a large school system. Maintains State and Federal standards and implements School Board Policies. Work is performed under the general supervision of the principal with consultation of the Food Service Area Supervisor and area manager.

**DUTIES AND RESPONSIBILITIES:**

- Interviews applicants according to Personnel procedures and makes recommendations for employment; supervises training of new personnel; plans, assigns, supervises and inspects work of subordinates; makes recommendations for promotions, demotions or disciplinary action.
- Maintains total responsibility for overall efficient management of school cafeteria.
- Calculates and orders food and supplies to meet requirements designated by countywide menus.
- Supervises food preparation, portion control, serving procedures; recommends purchase, repair, care and use of equipment.
- Prepares a variety of reports, records and files; submits records and reports on a timely basis; makes daily bank deposits.
- Assists all other Food Service Workers as needed to ensure standards of performance are maintained and program objectives achieved.
- Maintains sanitary work areas to include personal cleanliness, food handling, food storage and food preparation and clean-up.
- Applies knowledge of planning, preparing and serving large varieties of foods; of equipment and methods used in preparing and serving; of food values, nutrition, health, sanitary and safety practices; of storage of food supplies.
- Follows countywide plan to serve economical, nutritious, attractive meals.
- Assists in preparation, service and clean-up as needed.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED and several years' experience in preparing and serving foods to large groups, some of which must be in a supervisory capacity. Preference for the position of Middle School Food Service Manager will be given to those managers with at least two (2) years of Food Service Management experience. Preference for the position of High School Food Service Manager will be given to those managers with at least three (3) years of Food Service Management experience. Requires successful completion of the competencies contained in the Intern Manager Training Course.

ISSUED: 10/79 SSN; REVISED: 4/83 BC; REVISED: 3/85 BC; BOARD APPROVED: 4/10/85; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; CHANGE IN SALARY SCHEDULE; BOARD APPROVED 12/6/94; 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 I, II, III, IV**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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