



# Pickens County Schools

## Job Descriptions

### **FOOD SERVICE MANAGER**

**Title/Position:** Food Service Manager

**Retirement:** Teacher Retirement System of Georgia OR Public School  
Employee Retirement System

**Terms of Employment:** 190 Days

**Salary:** Classified Salary Schedule Grade F (Starting pay \$16.00/hour)

**Reports to:** Director of School Nutrition and School Principal

**Qualifications:**

1. High School Diploma or GED
2. Must have computer skills.
3. Previous management and/or food service experience preferred.
4. Must complete, after hired, 150 hours of in-depth training related to school fund service within five years.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Under the general supervision of a food service director and/or school administrator, has the overall supervisory responsibility of the school food service operation. Basic responsibilities include the supervision of a staff of employees and the implementation and coordination of a food services program to ensure high standards of nutrition, nutrition education, sanitation and food safety, food production and customer service.
- Assist in the planning of nutritionally sound school menus.
- Direct purchases and/or prepare orders for all food supplies and equipment according to established specifications and procedures.
- Receive and is accountable for USDA commodities and purchased foods and supplies.
- Plan schedules and work assignments; trains, supervises and evaluates food service employees.
- Ensure the meals and serving sizes are adequate, appealing, and of high quality.
- Keep all required records and reports accurately and up-to-date in accordance with system, community, state, and federal regulations.
- Operate the food service program in a financially sound manner.
- Assure that sanitation and safety practices in all phases of the school food service operation meet established standards.
- Implement state/local health codes as they relate to food service.
- Develop and monitor safety policies and procedures for all employees.
- Attend all managers meetings and in-service training programs.

- Maintain a positive attitude with employees, students and school staff.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Follow federal and state laws, as well as Board policies.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*