

## **Red River Parish School Board**

### **Job Description**

**TITLE:**                   **School Food Manager**

**Qualifications:**       Must have high school diploma, GED Certificate  
Must be willing to complete LA Department of Education Division of Nutrition Assistance Manager Training Course  
Must have training in computer usage and clerical skills and/or management through business school or college  
Ability to read, write, do arithmetic, and apply reasoning skills required to interpret and follow recipes.  
Must meet satisfactory health requirements

**Superordinate:**       Child Nutrition Director and School Principal

### **Performance Responsibilities**

1. Follows policies and procedures and promotes good nutrition to students, teachers and others.
2. Studies central menus, calculates amounts of food needed monthly and makes written order for food and supplies to the Central Office School Food Service Department.
3. Plans appropriate menu substitutes as needed.
4. Increases or decreases standardized recipes as needed.
5. Plans serving counter arrangements.
6. Checks food quality during preparation.
7. Provides written work schedules and recipes for technicians to insure appetizing and nutritionally adequate meals.
8. Recommends needed equipment for efficient and service operation.
9. Receives and stores food deliveries, estimates needs and order food, non-food, and equipment as required.
10. Calls substitute workers as necessary.
11. Plans and performs on the job training for technicians and substitute workers including proper use of equipment and methods for meal preparation and service.
12. Keeps daily records of meals planned, meals served, cost of food, commodity records, hours worked, and other records as required.
13. Maintains inventory and records of USDA – donated foods, purchased foods, non-foods, and equipment – computerized.
14. Prepares all reports required by Federal, State, and Parish regulations, computerized.
15. Maintains high standards of health, sanitation, and safety of entire food service operation.
16. Participates in preparing, serving, and cleaning when necessary and time permits.
17. Calls Central Office for equipment repairs.
18. Handles meal money collections as required, makes daily bank deposits.
19. Evaluates performance of technicians as indicated.
20. Adheres to personal hygiene techniques.

21. Cooperates with principal, supervisors, and faculty in planning, developing, and the utilizing the School Food Service Program as an education laboratory.
22. Attends in-service meetings as indicated.
23. Ability to work tactfully, harmoniously, and to communicate effectively well with staff and others
24. Ability to act intelligently if emergencies occur as well as having physical stamina and emotional stability to work effectively under pressure and to keep aspects of job under control.
25. Ability to accept constructive criticism.
26. Maintains a neat, well groomed appearance, and adhere to dress code for School Food Service employees.
27. Performs any other duties as assigned by superordinate.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)	Employee Signature	Date
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Immediate Supervisor	Date
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Terms of Employment:                      10 Months