



POSITION DESCRIPTION

JOB TITLE: Food Service Manager Trainee Job Class: 4050, 4051	
DATE	Office of Operations School Nutrition Services
Pay Range:	
POSITION SUMMARY and PURPOSE: Works with assigned managers to learn the specifics of the job of School Kitchen Manager. Assumes responsibility for the efficient operation of the school kitchen and may be required to replace absent managers on either a short or long term basis. Works in elementary and secondary location locations. May be required to travel between locations daily.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:
 1) The reason the position exists is to perform that function,
 2) No other employee is available to perform that function,
 3) The function is highly specialized, and
 4) Removing the function would fundamentally alter the job.

1. Prepares and serves meals at assigned locations.
2. Ensures compliance of food safety and sanitation practices.
3. Processes all on- line food and stock requisitions.
4. Maintains inventory of assigned locations.
5. Supervises and trains Food Service Assistants and maintains work schedules and daily assignments.
6. Completes a variety of reports as necessary and requested by the management team.
7. Follows the daily menu and practices good customer service skills.
8. Attends required meetings and in-service trainings.
9. Performs other duties as assigned.
10. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.) Reports to School Kitchen Manager, Supervising Dietitian and/or Administrator of School Nutrition Services.
SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b)

outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

High School diploma or equivalent

Experience Requirements

Previous experience in a large-scale food service environment is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills. Must be able to move and transfer objects up to 30 pounds unassisted. The ability to handle a high level of daily repetitive motion with hands and arms in food preparation and delivery activities. Strong computer skills are essential.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General kitchen environment with exposure to heat and noise. The job is performed under temperature extremes and under conditions with exposure to risk of injury and /or illness.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Travel may be required and regular lifting of 30+ pounds.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.