



## **BOUSE ELEMENTARY SCHOOL DISTRICT #26**

### **Job Description**

**Title:** Food Service Manager

**Qualifications:** (training, skills, licenses and /or certificates)

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas.
- Associate's degree, or equivalent educational experience, with academic major in specific areas, and at least one year of relevant school nutrition programs experience.
- High School Diploma or GED, and at least three years of relevant school nutrition programs experience.
- La Paz County Food Handler certification, child nutrition training and commodity training.

**Reports to:** Administration

**Supervises:** None

**Job Goal:** Prepare breakfast and lunch for the students of Bouse Elementary School in Accordance with all state and federal requirements.

**Performance Responsibilities:**

- Abide by policies of Bouse Elementary School District #26 including those governing ethics and conduct.
- Attend meetings, trainings and in services as requested
- Clean up food service area
- Clean up after meals (kitchen area)
- Ensure a clean, safe, hospital environment in food service areas
- Maintain current knowledge of state and federal standards and requirements, implement as necessary
- Order food and supplies
- Prepare production sheets
- Prepare meals
- Prepare menu plans
- Scan/enter meal totals
- Serve meals
- Update and maintain inventory sheets



- Other duties as assigned

**Evaluation:** Performance to be evaluated in accordance with Board Policy on Evaluation of Classified Personnel.

**Technology Proficiency:** Utilizes all appropriate, available and relevant technology to ensure Duties are performed effectively.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, physical exertion may be required as a normal part of the job. Assistance is available to perform physically demanding tasks if needed. Work may involve sitting for extended time periods, standing, walking, stooping, bending, reaching, and grasping. Lifting and carrying weights up to 50 pounds is required. Occasional lifting of objects up to 75 pounds may be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

**Work Environment:** Work indoors, office/school environment, exposure to noise. Outdoors in all types of weather conditions on occasion. Extensive contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.