

TITLE: Lunchroom Manager

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To provide nutritionally balanced, attractive, and economically priced meals for school personnel and students.

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: Principal
 2. Indirectly: Food Service Supervisor
 - b. Supervision exercised
 1. Directly: Kitchen technicians
 2. Indirectly: N/A
2. Organizational
 - a. Internal
 1. Continuous contact with kitchen technicians and principal
 2. Frequent contact with School Food Service Supervisor and faculty
 3. Occasional contact with central office personnel
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact with trucking services
 3. Occasional contact with vendors

B. Functions

1. Planning
 - a. Plan program of self-improvement and professional growth
 - b. Select inventory of USDA-approved foods according to menu requirements and recipe specifications
 - c. Plan in-service training program for kitchen technicians, student workers, and volunteers
 - d. Prepare work schedules and written instructions for employees
 - e. Plan menus for approval by the Food Service Supervisor
 - f. Prepare purchase requisitions for food supplies and kitchen equipment for processing by the principal
 - g. Prepare annual budgetary needs assessment for processing by the principal
 - h. Make recommendations for policy changes to the principal when necessary
2. Implementation
 - a. Maintain inventory of essential food supplies

- b. Guide personnel through in-service training programs according to prepared agendas
 - c. Supervise work schedules and duties performed by all personnel
 - d. Maintain quality food preparations according to established recipes and nutrition regulations
 - e. Maintain equipment and facilities in operating condition and report needed repairs to principal
 - f. Submit accounting and statistical reports on the kitchen operation upon request
 - g. Supervise the receipt and storage of all supplies and equipment
 - h. Work cooperatively with principal and faculty in developing and implementing nutrition education programs in the school
 - i. Participates in professional growth activities
 - j. Refer personnel vacancies, surpluses, and shortages to principal for processing
 - k. Perform all other duties as required
3. Control
- a. Maintain accurate record of all facets of the kitchen operation for audit
 - b. Evaluate the work performance of all kitchen personnel for processing by the principal
 - c. Monitor procedures relative to kitchen operation
 - d. Revise aforementioned procedures when necessary under the direction of the principal
 - e. Monitor financial statements of kitchen operation

Employee's Signature

Date