

Sample School

Position Description

JOB TITLE: School Lunch Manager

FLSA STATUS: Non-Exempt

REPORTS TO: Principal and Pastor

HRS/WEEK: 30 Hours

Primary Purpose:

Responsible for planning, preparing and serving school lunch to students on a daily basis, following nutrition and portion guidelines established by the state.

Essential Functions:

1. Consults with public school personnel when determining menus and the delivery schedule. Makes certain that foods will be ready at specified times.
2. Purchases required quantities of food and supplies.
3. Directs the school lunch aids in the distribution of food to the students.
4. Properly disposes of leftover foods.
5. Cleans work area equipment and cooking utensils, with assistance of school lunch aids.
6. Maintains kitchen in an organized, safe, and sanitary manner, consistent with local and state health code requirements.
7. Performs bookkeeping necessary to record income, expenses, and to obtain reimbursement from the state for free and reduced lunches.
8. Performs other duties as assigned, special projects or assisting in the absence of other employees.

Supervisory Responsibilities:

Responsible for the assignment of work and delegation of responsibilities to other employees. Authorized to interview, hire and fire employees; establish standards and evaluate employee performance; and initiate disciplinary procedures.

Positions Supervised: Title Number of Employees

Knowledge, Skills, Experience Required or Preferred:

High school diploma or general education degree (GED). Previous work experience in food service in a facility of comparable size is preferred. Must be able to supervise additional workers, directing and delegating tasks as needed. Ability to deal tactfully and courteously with students, staff, parents, and members of the public required.

Physical and Cognitive Requirements:

Light work – exerting up to 20 lbs. of force occasionally and worker stands most of the time. There are no exposures to adverse environmental conditions. Duties may require working at distances close to the eyes; work requires reading and visual interpretation, and bookkeeping skills.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____ Date: _____
(Employee)

Reviewed by: _____ Date: _____
(Supervisor)