

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Food Service Manager

**DEPARTMENT:** Food Service Department

**REPORTS TO:** Director of Food Services

**POSITION SUMMARY:** The Food Service Manager oversees all planning, ordering, receiving, preparation, record-keeping sanitation, clean-up, safety, and security procedures in assigned kitchen.

**ESSENTIAL FUNCTIONS:**

- Responsible for the planning, ordering, receiving, preparation, record keeping, sanitation, clean-up, safety and security procedures in assigned kitchen.
- Daily food preparation and service.
- Knowledge of equipment and operation.
- Responsible for all inventories of food and non-food items.
- Responsible for the organization of the coolers, freezers and storeroom.
- Supervision, instruction and evaluation of other site Food Service staff.
- Work with Food Service Director in menu and format planning.
- Maintain excellent personal safety and sanitation procedures.
- Attend and participate in all Cook Manager meetings.
- Understand all cashier and record keeping procedures.
- Report all accidents/incidents immediately to the Food Service Office.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is preferable.

**ABILITIES:** Ability to lift 40 pounds on a regular basis

**REQUIRED TESTING:** None specified

**CERTIFICATES AND LICENSES:** Valid Food Handlers Permit

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** United Classified Workers of Washington, Issaquah Chapter

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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