



MOBILE ELEMENTARY SCHOOL DISTRICT NO 86

JOB DESCRIPTION

POSITION TITLE: Food Service Manager/Custodial (8 hours per instructional day)

JOB SUMMARY:

Prepare and serve meals to students per monthly menus. Order food items/supplies and maintain accurate, required records. Maintain an atmosphere of efficiency, cleanliness, and friendliness in work and service areas. Observe NSLP/ADE requirements. Coordinate and manage community food bank (paid as stipend). Instruct Culinary Arts Special Area Classes once a week for students in grades K-8 (paid as stipend). Cater and cook for various school events (paid as overtime).

QUALIFICATIONS/SKILLS:

1. Ability to read and write simple instructions
2. Ability to operate computer with basic Microsoft Office skills and ability to learn Nutrikids software
3. Ability to work harmoniously with students and adults
4. Good health, physically able to lift 50 pounds, stoop, bend, stand and reach
5. Possess a current food handlers certificate and other required certification
6. Willingness to train for other certifications and duties as needed

PERFORMANCE RESPONSIBILITIES:

All work performed is to be under the direction and supervision of the superintendent

1. Complete preparation of food and prepare cafeteria serving areas
2. Prepare and distribute menus and information about nutrition as appropriate
3. Operate all equipment needed in preparation of foods
4. Serve students and staff from cafeteria
5. Remove used dishes and serving items, and clean counters, tables, and furnishings in the kitchen and dining areas
6. Wash all dishes, pots and pans, and utensils used in food preparation and serving
7. Maintain the trash collection area in a neat and sanitary fashion
8. Keep inventory of dry, frozen and cold foods
9. Order food items/supplies as needed, within given budget
10. Maintain and submit records, documentation, and reports as required/requested
11. Engage in workshops and trainings as appropriate to work responsibilities
12. Keep daily meal counts and documentation as required

13. Perform other tasks as assigned (May include coordination of community food bank, instruction of culinary class, and conducting various custodial/cleaning projects)

EVALUATED BY: Superintendent

TERMS OF EMPLOYMENT: Work days are days students are in session; work hours are Monday through Friday, 6:30 a.m. to 3:00 p.m.; up to 40 hours per week with overtime opportunities available; \$19.00 per hour with potential of additional pay in the form of stipends for completing other special assignments.