

Policy #120.1
Title – Food Service Manager
Policy Category – 100 - Employee
Manhattan Christian School
Revised – 7-22-13 Board Approved – 10-21-13

Food Service Manager

1. Purpose

- a. The purpose of this position is to ensure that MCS maintain an efficient and high quality food service program that complies with all local, state and federal food service requirements related to a school lunch program. We also desire that the Food Service Manager maintain an environment that would allow community food service be available for community events scheduled by the school.

2. Qualifications:

- a. Committed Christian.
- b. Understanding of the mission and vision for education at Manhattan Christian School.
- c. Willingness to support the doctrinal standards of the school as outlined in MCS Association By-laws.
- d. It is preferred that a candidate would have at least two years of previous experience in the area of food services.
- e. Have an ability to maintain professional standards that would protect the confidential information of students and families.
- f. Must possess or be willing to attain appropriate food service qualifications as mandated by the state or Gallatin County. (I.E Safe-Serve a 9 hour course).
- g. Additional qualifications
 - i. Knowledge of modern methods in food preparation for a large number of people who participate in the school lunch program.
 - ii. Ability to understand the state and federal regulations of School Food Services as directed by the Office of Public Instruction.
 - iii. Ability to willfully take orders and follow directions.
 - iv. Ability to relate positively to students.
 - v. Ability to manage and supervise kitchen personnel.
 - vi. Ability to observe and report needs for maintenance repairs.
 - vii. Ability to organize and plan long-range kitchen activities.
 - viii. Ability to maintain records and complete reports as required.
 - ix. Ability to organize and handle the cash flow for hot lunch and milk tickets.
 - x. Ability to provide leadership for the overall operation of the kitchen.

3. Specific Duties:

- a. Supervise, instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- b. Maintain the highest standard of safety and cleanliness in the kitchen.
- c. Plan menu and purchase food needed for each day, utilizing local products when possible.. Determine the best possible buys on food using OPI bids when possible. Check food shipments, signing invoices only after each order is verified. Rotate food, placing the new behind the old.
- d. The Food Service Manager collects and updates financial records connected to food services and sends appropriate records to the school Business Manager as well as the state of Montana.
- e. Determine the quantities of each food to be prepared daily and fill out the menu record book making sure all requirements are met each day.
- f. Determine the size of serving to meet the necessary age requirements.
- g. Make sure food is prepared according to a planned menu and tested, uniform recipes. Determine if the finished product is of best quality, both in flavor and appearance, before it is served.

- h. Oversees the locking of the windows and doors and maintaining of a correct monthly inventory of government and frozen food.
 - i. Reports immediately to the Superintendent or office personnel any accident occurring in the kitchen or the cafeteria premises.
 - j. Confers with the Superintendent regarding any personnel problems.
 - k. Maintain proper records.
 - l. Reports to the Office of Public Instruction any faulty or inferior quality government food that is received.
 - m. Supervises in the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
 - n. Recommend hirees to the Superintendent when appropriate.
 - o. Demonstrates a friendly, positive attitude toward students and other adults.
 - p. Adheres to school policy and rules.
 - q. Keep Confidential all those accepted on special price programs.
 - r. Keep accurate record of money taken in for meals and milk tickets.
 - s. Handle cash taken in each day and record it daily.
 - t. Balance receipts for the day, including cash.
 - u. Close out monthly records and turn in all moneys to the business manager for deposit.
 - v. Fill out reimbursement forms for the state and give to the business manager.
 - w. Answer questions from the state pertinent to the program.
4. **Work Day** - The work day will consist of up to 8 hours per day with no more than 40 hours per week. This position is an approximately 10 month position with exact dates to be determined in consultation with the Superintendent. There are approximately 180 school days in a year and sometime of service is needed before and after school begins. Time worked beyond these hours should be by administrative approval each time that it occurs. The amount of days worked should correspond directly to the school calendar.

5. Compensation and Leave Arrangements

- a. This is an hourly position.
- b. Wages commensurate with experience and as indicated on the MCS pay scale.
- c. Benefits related to leave, sick pay and medical are determined by the MCS part time employment policy
- d. Pay dates--12 installments on the last day of each month from September 30 through August 31. If the last day falls on a weekend the pay day is the last Friday of the month.

6. Performance Review, Contract Renewal, Termination

- a. The Food Service Manager is directly responsible to the Superintendent of MCS
- b. The Superintendent will conduct periodic performance reviews and will make recommended contract renewals for the following school year to the MCS Superintendent by the end of May.
- c. It is expected that the Food Service Manager provide too the Superintendent at least two weeks' written notice of an intention to discontinue employment.
- d. Inability to render adequate service because of inefficiency, physical inability to do the job, or conduct detrimental to the school or society shall constitute just cause for termination of contract by the Board.