

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit S  
Class Codes

FOOD SERVICE MANAGER I	4291
FOOD SERVICE MANAGER II	4292
FOOD SERVICE MANAGER III	4293

DEFINITION

Supervises, participates in, and is responsible for the operation of a District cafeteria or school kitchen that has an elementary school feeding program and/or is smaller than the typical secondary school cafeteria.

TYPICAL DUTIES

Supervises and participates in the preparation, heating or cooking, assembling, and serving of food for students and faculty.

Maintains food quality standards, including appearance and taste.

Plans menus and follows standardized recipes or procedures to prepare or heat food and follows approved price and portion schedules.

Supervises food service personnel by setting up work schedules, assigning and directing work, evaluating work performance, counseling, recommending disciplinary action, and participating in on-the-job training of food service personnel and student employees.

Orders food and supplies and ensures the availability of required items, proper storage and use.

Ensures that proper customer service is provided by food service staff.

Checks goods received against requisitions and invoices and contacts Stores Section personnel and vendors to correct errors.

Monitors production reports to determine future ordering, storage, sales, and student participation for cost effectiveness and efficiency.

Takes daily and monthly inventories of food and supplies.

Utilizes cost control procedures to avoid unwarranted cafeteria operations costs.

Follows approved Hazardous Analysis Critical Control Point (HACCP) housekeeping and safety practices to ensure that sanitary working conditions are maintained in food service environments.

Prepares, forwards, reviews, and maintains files of records and reports required by the Food Services Division.

Responsible for all cash deposits, follows cash handling procedures, and ensures that daily bank deposits are made by authorized personnel.

Initiates requests for equipment repairs or replacement and pest control services and maintains service records.

Implements security measures to prevent vandalism and theft.

Maintains daily records of hours worked by employees.

Prepare various correspondence and/or documentation regarding employee conduct.

Ensures that meals meet federal, State and District meal requirements.

Follows prescribed procedures to protect the anonymity of students who receive free or reduced price meals.

Responsible for processing applications for free and reduced-price meals; issuing, selling and accounting for meal tickets; and doing general clerical work in the cafeteria.

Provides information concerning food service programs to community groups, parents, students, and District personnel.

May operate special feeding programs for other locations.

May provide food service for special events as requested by school administrators and approved by the Food Services Division.

May be required to verify cash and ticket receipts against register tapes and meals distributed.

May be responsible for entering and retrieving meal eligibility and participation data on an office computer.

May transport food and supplies between locations.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Service Manager is responsible to the site administrator and to an Area Food Services Supervisor for the supervision of a cafeteria operation and for preparing or heating and serving food in a variety of feeding programs, such as breakfast, lunch, and bag meals for other locations without cafeterias. The classification level is determined by school level and the average daily meals served of the cafeteria.

A Food Service Manager I operates an elementary school cafeteria with less than 950 average daily meals served.

A Food Service Manager II operates an elementary school cafeteria with a minimum average daily meals served of 950.

A Food Service Manager III operates an elementary school cafeteria with a minimum average daily meals served of 1500.

A Food Service Manager IV, V, VI or VII in a secondary school performs similar duties in managing a cafeteria that usually is larger and has a more varied food preparation and service program than those in elementary schools.

## SUPERVISION

General supervision is received from a site administrator, usually an elementary school principal. Technical supervision is received from an Area Food Services Supervisor. Supervision is exercised over employees in lower-level food service classes and student workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Food, food costs, and nutrition
- Nutritional and operational requirements of the National School Lunch and School Breakfast Programs, including the evaluation of applications for free and reduced-price meals
- Use and care of kitchen and food service equipment
- Principles of supervision
- Procedures followed in ordering, receiving, storing, heating and distributing meals
- Health and safety rules and regulations pertaining to food establishments
- Cafeteria sanitation and maintenance
- Meal production planning and scheduling

### Ability to:

- Supervise, train, and evaluate the work performance of food service employees and student workers
- Make arithmetic computations and keep accurate records
- Work effectively with school personnel, students, parents, and community groups
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Communicate effectively in writing
- Operate an office computer
- Complete all tasks in a timely manner

### Special Physical Requirements:

Stand and walk on concrete and tile floors for long periods of time  
Withstand a wide range of temperatures  
Lift and carry items weighing up to 50 pounds

### ENTRANCE QUALIFICATIONS

#### Education:

Graduation from high school or evidence of equivalent educational proficiency and evidence of successful completion of adult school, college-level, or equivalent classes in supervision.

#### Experience:

    year of experience in commercial or institutional quantity food preparation, including the serving of a major meal component of at least     meals per day.

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Food Service Manager I	One Year	50 meals

Six months of experience supervising, training, and evaluating the work performance of other food service employees may be substituted for the supervision class requirement. Experience in the supervision of food services employees is preferable.

	*	**
Food Service Manager II and III	One Year	300 meals

Six months of experience supervising, training, and evaluating the work performance of other food service employees or six months as a Senior Food Service Worker is required. An additional six months of experience supervising, training, and evaluating the work performance of other food service employees may be substituted for the supervision class requirement.

Experience in the supervision of food services employees, food services ordering procedures, and food service record keeping is preferable.

#### Special:

A valid "ServSafe Food Protection Manager Certificate" issued by the National Restaurant Association or equivalent.

A valid Los Angeles Unified School District Food Handler's Heath Certificate.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

Successful completion of a two week Managers Certification Course (MCC) upon initial assignment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, Management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

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