



Clarkdale-Jerome Elementary School District #3

1615 Main Street

Clarkdale, Arizona 86324

Phone (928) 634-5035 – Fax (928) 639-0917

“Every Student, Every Day, Preparing for Tomorrow”

Open Position

Full Time Food Service Manager

10 Months 40 Hours per week, Full Benefits (Health Insurance, Sick Leave, Retirement)

Rate of pay: \$14.00 – \$16.23 depending on experience

Please complete a classified job application and submit it to the school office.

Job Description

The responsibility of the Food Service Manager is to ensure smooth and efficient operation of the school cafeteria and provide a warm, friendly atmosphere in which students are served nutritious and healthful meals.

Duties

Assign, direct, plan and supervise the work of cafeteria employees.

Plan and participate in the preparation and serving of food in the cafeteria.

Develop menus complete with recipes to meet nutrition and ADE standards.

Instruct and train new cafeteria employees in performing their assigned duties.

Supervise the care and storage of food and supplies.

Plan employees work schedules for the efficient operation of the cafeteria program.

Plan, direct and supervise the cleaning of kitchen, serving and storage areas.

Direct sanitation procedures.

Assume responsibility for checking and ensuring that all equipment in the cafeteria area is in safe working condition and notifies appropriate authority when repairs or replacements are needed.

Maintain all nutrition and food safety recordings as required by Health Services.

Maintain adequate inventory of food and supplies.

Complete purchases of replacements as necessary.

Maintain records on food and supplies received.

Maintain and process records of family qualification for free or reduced meals in compliance with federal regulations.

Maintain accurate numbers of meals served and qualifying meals served.

Evaluates cafeteria workers and recommends cafeteria workers to be hired, disciplined, discharged or promoted.

Performs other duties related to Food and Nutrition Services program as assigned by the Superintendent.

Qualifications

Ability to successfully web-based computer applications.

Ability to stand for long periods and lift fifty pounds.

Ability to work favorably with staff, parents, students and the community.

Valid back ground check and finger print clearance is required.

Three years or more successful experience in commercial food service.

Prior successful supervisory experience (preferred).