



Food Service Manager

Job Title: Food Service Manager

Status: 10-month, Full-time/Exempt employee
(or Non-Exempt Employee)

Date: 08/01/2024

Reports to: Director of Facilities

School Overview

Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The Food Service Manager is responsible for the planning, procuring, production, sales and distribution of school lunches. This position reports to the Director of Facilities.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Plan daily/weekly/monthly lunch menus
- Enter menu options on FACTS cafeteria system
- Maintain positive vendor relations
- Procure food & drink items through vendor ordering systems
- Ensure purchases are within budgeted amounts
- Receive and store inventory
- Prepare break & lunch items
- Distribute break & lunch items
- Confirm purchased items at time of distribution using FACTS cafeteria system
- Reconcile purchases weekly & submit to student accounts using FACTS cafeteria system
- Obtain ServSafe Certification and maintain compliance with Department of Public Health
- Manage culinary staff

Interpersonal Skills

- Communication – Customer Service – Team Work – Conflict Management
- Leadership – Positive Attitude – Flexibility – Negotiation

Intellectual Acumen

- Intelligent and capable, deals with concepts and complexity comfortably
- Good at learning and deciphering new knowledge to meet current needs
- Able to design a plan and/or integrate new ideas into the workplace
- Able to assimilate new skills independently
- Ability to effectively assess and implement the enhancement of personnel and organization performance



Planning Skills

- Communication – Organization – Prioritization – Multitasking
- Efficiency – Coordination – Forecasting – Problem Solving

Technical Skills

- Budgeting – POS
- Procurement –Inventory Control

Qualifications

Education

- High School Diploma
- Associates Degree Preferred

Experience

- 2 to 5 years' experience in Food Service preferred
- Previous experience in a private school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word and Excel
- The ability to self-start, evaluate and implement best practices and oversee culinary team.

Other

- Ability to serve in a Fulltime10-month role
- Perform Evaluations

Key Relationships

Internal

- Culinary staff
- Business Manager
- Head of School
- Students

External

- Vendors

Physical Requirements

- Lift up to 50 lbs, stand for long periods of time, repetitive movements
- In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.



SPRINGWOOD SCHOOL

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture of our students.