

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit S  
Class Codes

FOOD SERVICE MANAGER IV	4296
FOOD SERVICE MANAGER V	4297
FOOD SERVICE MANAGER VI	4294
FOOD SERVICE MANAGER VII	4295

DEFINITION

Supervises, participates in, and is responsible for the operation of a District cafeteria providing breakfast, nutrition, and lunch and featuring a wide selection of regular entrees, sandwich and salad meals, and a la carte meal service for students and employees, at a secondary school or an adult cafeteria.

TYPICAL DUTIES

Supervises and participates in the preparation, cooking, and serving of food for students and faculty.  
Maintains food quality standards, including appearance and taste.  
Plans menus and follows standardized recipes and 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.  
Checks goods received against requisitions and invoices and contacts Stores Section personnel and direct-delivery 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, and maintains files of records and reports required by the Food Services Branch.  
Obtains and reviews financial records, identifies discrepancies, and confers with the school's Financial Manager regarding taking the corrective actions necessary and reconciling daily reports.  
Initiates requests for equipment repairs or replacement and pest control services and maintains service records.  
Implements security measures to prevent vandalism and theft.  
Responsible for all cash deposits, follows cash handling procedures, and ensures that daily bank deposits are made by authorized personnel.  
Maintains daily records of hours worked by employees.  
Prepares 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.  
Promotes the food service program with innovative marketing techniques by obtaining input from students and adult customers.  
Ensures that proper customer service is provided by food service staff.  
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 Branch.  
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 IV plans, supervises, and participates in the operation of a secondary school cafeteria having a maximum of 799 average daily meals served. Secondary schools that have a Food Service Manager at this level offer a full feeding program consisting of breakfast, nutrition, and lunch, and offer several regular entrees, sandwich meals, and salad meals, as well as a large selection of a la carte items on a daily basis.

A Food Service Manager V operates a secondary school cafeteria or an adult cafeteria with a minimum average daily meals served of 800. Locations that have a Food Service Manager V have the same full feeding program as those with Food Service Manager IV positions.

A Food Service Manager VI operates a secondary school cafeteria or an adult cafeteria with a minimum average daily meals served of 1600. Locations that have a Food Service Manager VI have the same full feeding program as those with Food Service Manager IV positions.

A Food Service Manager VII operates a secondary school cafeteria or an adult cafeteria with average daily meals served of 2500 or more. Locations that have a Food Service Manager VII have the same full feeding program as those with Food Service Manager IV positions.

A Food Service Manager I, II, or III operates a District cafeteria that has an elementary school feeding program and/or is smaller than the typical secondary school cafeteria.

## SUPERVISION

General supervision is received from a secondary school principal, or other administrator. Technical supervision is received from an Area Food Services Supervisor. Supervision is exercised over employees in lower-level food service classes and student helpers.

## CLASS QUALIFICATIONS

### Knowledge of:

Food, food costs, quantity cooking, 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, and storing foods  
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  
Plan balanced menus  
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  
 Learn to operate an office computer  
 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 courses supervision.

Experience:

  \* year(s) 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 IV	Two Years	400 meals
Food Service Manager V	Three Years	400 meals
Food Service Manager VI	Three Years	500 meals
Food Service Manager VII	Four Years	500 meals

One year of the required experience must have been in a position supervising food service personnel.

Experience in food service 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 California Driver License and use of an automobile 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.