

FOOD SERVICE LEAD MEAL CHECKER/ MARKETING MANAGER – CLASS 1

QUALIFICATIONS:

1. Minimum High school diploma or GED.
2. Food service experience preferred.
3. Serve Safe Certificate. Member of the School Nutrition Association.
4. Ability to lift 15-65 pounds, to withstand a wide range of temperatures and to stand and walk on hard floors 50% of the time.
5. Ability to work with chemical agents.
6. Ability to work with various school personnel, students and the Public.
7. Ability to supervise and assist in evaluating Meal Checkers and food service staff.
8. Ability to operate cash register, solve math problems and maintain accurate records.
9. Ability to use a variety of computer programs.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

SUPERVISES: Food Service personnel under his/her jurisdiction, Meal Checkers.

JOB GOALS: To promote, educate and expand the role of Food Service by proactively embracing the USDA and State Regulations for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates activities and events that support the initiatives of Farm 2 School, Healthy Vending, School Breakfast, Lunch, etc.
2. Organizes activities, events and contests such as Theme Days, Taste Testing, Recipe Challenges, Fruit & Vegetable of the Month, etc.
3. Implements and monitors the new vending guidelines.
4. Supervises the food service staff by training, enforcing work schedules, assigning and directing work, evaluating work performance.
5. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and the dining area;
6. Maintains food quality standards and safety during taste testing and sampling;
7. Assures that the meal pattern requirements specified by the U.S. Department of Agriculture and the State are followed by all meal checkers.

8. Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals;
9. Works with other schools in the District to promote USDA and State initiatives.
10. Utilizes cost control procedures to avoid unwarranted Food Service operating costs and to stay within budgeted funds;
11. Initiates requests for vending and equipment repairs or replacement;
12. Implements security measures to prevent vandalism and theft;
13. Participates in personal enrichment and professional growth programs, Becomes a member of SNA and works toward Certification of such.
14. Completes Marketing reports and surveys from the planned events. Keeps accurate records for evaluation and improvement of projects.
15. Coordinates the setup of food, supplies and space requirements needed for events.
16. Works with other Meal checkers to provide promotional materials, advertising and prizes.
17. Coordinates bag lunches for field trips.
18. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour For a duty free lunch, unless other arrangements are made the supervisor and approved by the District Administrator. Most individuals in this category will work 6 to 7 hours per day as individually directed by the Food Service Supervisor

The yearly number of days worked in a school fiscal year shall normally be 186 days excluding holidays unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.