

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

**JOB TITLE:** Manager/Secondary **WAGE/HOUR STATUS:** Exempt

**REPORTS TO:** Division Supervisor/  
Principal **PAY GRADE:** 440

**SCHOOL/ DEPT:** Assigned Campuses/  
Food & Nutritional Services Dept.  
(FANS) **DATE REVISED:** 3/18/04

**PRIMARY PURPOSE:**

Responsible for the supervision, training, and management of the campus food service operation on site. Ensure that appropriate quantities of food are prepared and served. Meet requirements set forth by the Child Nutrition Programs, as well as, local, state and federal regulations.

**QUALIFICATIONS:**

**Education/Certification:**

- High school diploma or equivalent
- Completion of Manager's Trainee Class
- Completion of a credited sanitation course and maintain certification
- TSFSA Level IV Certification
- Must take 16 hours of continuing education per year

**Special Knowledge/Skills:**

- a) Kitchen equipment
- b) Office equipment
- c) Computer applications
- Ability to communicate both orally and written
- Deal with all people in a courteous manner
- Willingness to execute written employment contract with Plano ISD

**Experience:**

One year of public school food service experience or three years of food service operation management

**MAJOR RESPONSIBILITIES AND DUTIES:**

Conduct operational management 55% and production management 45% of the work week

Produce and maintain work schedules, and production records. Direct task assignments within secondary sites to ensure efficient operation

Maintain food production that ensures the safety and quality of food per departmental guidelines and Plano Health Department requirements

Ensure that food items are stored in a safe and hazard free environment

Maintain all serving schedules, ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines

Maintain a sanitary environment following Food Service and Plano Health Department codes and regulations

Maintain accurate on-site reports of daily and monthly financial, production, and activity records

Manage employees at the school site, promoting employee growth, efficiency, morale, and teamwork

Maintain a safe and hazard-free working environment

Maintain logs on all maintenance required on equipment within the campus's food service department. Perform preventative maintenance checklist. Justify replacement of existing equipment to meet needs of facility.

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**EQUIPMENT USED:**

Uses large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools; ovens, dishwashers, food utility carts, and uses desktop computer

**SUPERVISORY RESPONSIBILITIES:**

Supervise food service employees at the campus site  
Evaluate employee performance  
Responsible for training

**WORKING CONDITIONS:**

**Physical Demands:**

Work with frequent interruptions. Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

**Environment:**

Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.