



TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER

School Food Authority (SFA) Food Service Manager Job Description

General Function and Scope

The School Food Authority Food Service Nutrition Manager will oversee and manage the local school food service operation. The job functions include nutrition and menu planning; program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service; financial management and record keeping; marketing; personnel management; and professional development. The School Food Authority Food Service Nutrition Manager shall partner with others in the local school, school district, and community to solicit support for the development of a sound school nutrition food program while following federal, state, and local guidelines. The local school nutrition operation is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Functional Areas of Responsibilities

Nutrition and Menu Planning

- Provides an atmosphere that ensures the purpose of the School Nutrition Program (SNP) to “safeguard the health and well-being of the nation’s children.”
- Ensures all meals served in the SNP meet current nutritional standards and meal pattern requirements, including children with special need diets.
- Maintains nutritional integrity of the SNP through implementation of Dietary Guidelines for Americans.
- Plans and provides menus that encourage student consumption.
- Establishes leadership role in providing nutrition education as part of the total school education program.

Program Accountability

- Maintains integrity and accountability of the SNP through compliance with all federal, state, and local regulations.
- Ensures accountability of recorded documentation for compliance with federal, state, and local regulations.
- Ensures compliance with school/school district mission and/or vision statements.

Sanitation, Safety and Security

- Provides an environment conducive to protecting the health and well-being of the school’s children through high levels of sanitation standards.
- Responds to a food hold and recall in an expedient, effective, and efficient manner.
- Provides a safe environment for performance of work.
- Provides leadership to ensure a secure work environment during an emergency or crisis.

Equipment Use and Care

- Establishes administrative responsibility for all foodservice equipment through proper use and care.
- Operates the SNP in compliance with all energy conservation principles.

Procurement

- Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the SNP.
- Operates the SNP to ensure that proper receiving procedures and storage techniques are followed.

Food Production

- Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.
- Provides a system for preparing and maintaining records that reflect an accurate report of planned menus, food produced, and food discarded.
- Ensures the SNP creditability through daily monitoring of food production procedures.

Food Acceptability

- Maintains an operation that responds to students' food preferences.

Service

- Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
- Provides leadership to ensure school meals will be served in pleasant facilities and by a courteous staff.

Financial Management and Record keeping

- Operates SNP within established guidelines for a financial management system that provides a cost-effective program of high integrity.
- Provides effective office organization and good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local regulations and policies.
- Organizes and manages the business functions of the school foodservice office to maintain an efficient and effective organization.

Marketing

- Implements a marketing plan to create an atmosphere that attracts and pleases students, teachers, administrators, and other school support staff.
- Provides leadership that promotes the SNP and creates an interest in the role of the SNP the school and community.

Personnel Management

- Manages the SNP staff according to all federal, state, and local district employment laws, policies, and regulations.
- Communicates effectively with both supervisor and other employees.
- Creates an atmosphere for employee productivity and satisfaction in the workplace.
- Implements organizational techniques to accomplish job tasks with efficiency and maximum development of human resources.
- Integrates a comprehensive training program and standards for evaluating employee performance into the overall management of the SNP.

- Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.

Professional Development

- Provides leadership that sets high professional standards for the SNP and employees.
- Establishes professional status for the SNP role in the education community by acquiring the education and skills necessary for leadership and management roles.

Other

- Performs and manages job-related proficiency with the highest ethical integrity.
- Performs and manages with a commitment to promote a quality SNP that meets the nutritional needs of the customers served
- Performs and manages with an overall nature that is committed to the goals and visions of the school district.
- Performs and manages appropriate communication skills with the customers served.
- Must meet USDA Professional Standards requirements.