

Job Description

Title: C-Store Manager

Reports to: Director of Food Service

General Summary: Coordinates and manages the food service program within the C-Store at an individual school.

Essential Functions:

1.
 1. Serves as a working lead supervisor coordinating activities of workers engaged in food operations in the C Store, such as preparing HACCP sheets and working with employees
 2. Assists in ensuring a safe working environment throughout the facility for all employees, using HACCP, temperature (Freezer, refrigerator, line box) logs, prepare service requests and work orders in a timely manner, with the assistance of the Food Service Manager if necessary.
 3. Assists in monitoring employee productivity and provide suggestions for increased service or productivity, utilizing proper procedures for Business/Emergency Leave and Leave without Pay requests. Approve B/E and LWOP request for employees. Notify production manager or FSM of missed punches and time off requests for employee time clock.
 4. Assists in the supervision of day to day activities of subordinates and assigns responsibility for specific work or functional activities in C Store
 5. Orients and trains employees, coordinates with Food Service Manager for additional training
 6. Performs day to day assignments in addition to lead duties, phone calls, cash handling, and bank runs for change. Turn in mileage form to Food service office at the end of the month.
 7. Coordinates ordering activities with High School Production Manager
 8. End of day reports, inventory control (C Store)
 9. Performs all duties of production manager in production manager's absence.
 10. Works with student/parents/faculty employees to ensure satisfaction in such areas as quality, service, and problem resolution, refer to Food Service Manager if necessary

Qualifications:

1. Education Level: High school diploma or equivalent
2. Certification or Licensure: ServSafe Certification within 90 of employment. Douglas County Food Handling Sanitation courses recommended
3. Experience Desired:
 - * Prior food service experience required
 - *
 - * Special food service training recommended
4. Other Requirements:
 - * Strong organizational skills
 - * Ability to prepare and maintain necessary records
 - * Ability to instruct, train, supervise, evaluate, and discipline employees.
 - * Ability to extend a recipe and accurately determine food requirements.
 - * Ability to interact with children effectively.

- * Ability to communicate effectively with staff and students.
- * Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing			x
2.	Walking			x
3.	Sitting		x	
4.	Lifting <u> 40+ </u> lb max.		x	
5.	Carrying <u> 10+ </u> feet		x	
6.	Pushing / Pulling.....		x	
7.	Climbing / Balancing.....		x	
8.	Stooping / Kneeling / Crouching / Crawling		x	
9.	Reaching / Handling			x
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public School Revised: August, 1994