PEORIA public schools
Where remarkable happens every day

PEORIA PUBLIC SCHOOL DISTRICT 150
Job Description

POSITION TITLE: High School Production Manager

DEPARTMENT: Food Service

REPORTS TO: Director of Food Service, Principal

SUPERVISES: High School Production Kitchen Staff

POSITION GOAL: The Production Manager is responsible for the smooth, efficient operation of the kitchen and lunchroom areas at their school as well as the operation of the satellite food program. Must be punctual, cooperative, resourceful, pleasant and consistent in attendance. The Production Manager must have the ability to communicate clearly, oversee and give directions to staff working directly at the production site and the satellite school managers.

PERFORMANCE RESPONSIBILITIES:

1. Accountable to the Building Principal, Director of Food & Nutrition and Health Dept in operating the District's foodservice program.
2. Oversee preparation of food. Prepare, plan and direct daily food orders of assigned feeder sites for satellite in the designated time for delivery.
3. Refer problems and complaints concerning students to Building Principal.
4. Attend food service management workshops and meetings when scheduled.
5. Work summer school programs.
6. Follow Guidelines for Manager Absence on page 8 of the employee handbook.
7. Train an Assistant/Helper to assume the duties of Production Manager when absent.
8. Call substitutes when needed.
9. Plans schedules and work assignments.
10. Trains, supervises, evaluates and develops each employee to their full potential according to established procedures.
11. Report any injuries to the School and Food Service Offices .
12. Executes established company policies, guidelines and procedures for all food and supplies purchased to achieve the highest quality/price value objective.
13. Maintain proper inventory levels.
14. Orders all supplies and equipment according to established procedure.

15. Assumes responsibility for receipt, storage, handling, preparation and serving all food according to established standards.
16. Assures that safety and sanitation practices in all phases of the operation meet established standards.
17. Promote District Wellness Policy.
18. Involve students, staff and community in school food service activities.
19. Prepare/audit all daily and monthly reports as required.
20. Keep an accurate record of student accounts, and assist in the collection of outstanding Food Service balances.
21. Keep and maintain all necessary records, maintain all required daily and monthly reports.
22. Check and verify accuracy of all deliveries.
23. Check that all cafeteria equipment is functioning properly.
24. Check and document temperatures on food and equipment.
25. Coordinates food production activities with other departments (catering etc.).
26. Count money and enter information into computer. Make daily money deposits and forward copies of receipts to Food Service Office per Banking Procedures Guidelines.
27. Oversee that all current Department of Public Health Standards for sanitation are met.
28. Serve reimbursable school meals and record all meals accurately following District procedures.
29. Follow all current HACCP procedures for returned food.
30. Review completed production sheets to insure that all areas are recorded correctly and accurately and no required information is missing.
31. Maintain an accurate record of employee time. Complete and forward timesheets to the Food Service Office.
32. Perform such duties as assigned by the Director of Food and Nutrition Services and/or designee.

Money Collection and Banking Procedures

1. Payments are to be entered into students accounts daily.
2. A bank deposit ticket is to be completed each day even if no money is collected. Record each check separately including the check number and amount. The deposit ticket should also include the date, total amount of checks, total amount of coins, total amount of currency and initials of person who completed the deposit ticket.
3. All money collected in amounts of $10.00 must be taken to your school office daily for pick up. Lesser amounts can be accumulated IF your principal agrees and there is someplace in your building to secure it from theft. Once the accumulation reaches $10.00, you must go to the bank.
4. Under no circumstance should you take any money home with you.

5. Review and print the Pay and Purchase Summary daily. Provide a brief written explanation for any discrepancies between the amount recorded on the deposit ticket and the total listed in the payments column.
6. Attach the deposit ticket to the Pay and Purchase Summary and send both to the Food Service Office weekly on Friday and also on the last day of the month.

KNOWLEDGE AND CRITICAL SKILLS:

1. Food Sanitation Certificate or document successful completion of sanitation class with sanitation certificate applied for.
2. Manages in compliance with local, state, federal and company regulations and standards.
3. Have good personnel management skills.

EXPERIENCE:

1. Food service related experience of at least 5 years.
2. Strong computer / math skills

ENVIRONMENTAL CONDITIONS:

1. While performing the duties of this job the employee is occasionally exposed to extreme heat variations. The noise level in the work environment is usually loud. This position is also exposed to hazardous chemicals, equipment and wet floors.

PHYSICAL DEMANDS:

1. Heavy lifting of 50 pounds or more.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.