



SCHOOL BREAKFAST/LUNCH MANAGER

The City School is recruiting for the position of School Breakfast/Lunch Manager to serve at our campuses. The School Breakfast/Lunch Manager is responsible for operating the National School Lunch Program and School Breakfast Program at your school. This includes placing orders, receiving deliveries, conducting all aspects of meal service, and completing all required paperwork. The School Breakfast/Lunch Manager must prioritize food safety, cleanliness, and sanitization to ensure that all food served is safe for children to consume.

The manager must have sufficient computer skills in order to operate an electronic meal counting program, access important documents online, submit web-based food orders, and receive and reply to email from staff at Nutritional Development Services (NDS - the sponsor of federally-funded child nutrition programs at your school).

Consistent communication with NDS is essential to this role - including responding to phone calls and emails. Attendance at an annual training meeting and maintaining a current ServSafe food safety certification & county license certification is required.

These responsibilities are often spread across several food service staff on a daily basis but ALL staff should be cross-trained and able to perform all tasks. NDS requests that one staff person is identified as the "lead" for purposes of communication and accountability. All food service staff at your school are employees of your school, not employees of NDS.

Responsibilities include the following:

Ordering & Deliveries

- Places food orders by the weekly deadline, communicates with the school office to keep track of any upcoming holidays, field trips, or special events that may affect food service and order meals appropriately
- Manages inventory, conducts a monthly physical inventory, makes appropriate substitutions, and adjusts food orders accordingly
- Identifies items that students prefer and order appropriately
- Checks incoming deliveries and promptly communicates by phone call any missing or damaged items to NDS
- Prepares refrigeration for deliveries, properly stores & labels food, practices FIFO
- Promotes school breakfast and lunch to students by distributing and posting menus Implements a system to determine the number of meals to prepare each day
- Prepares food and sets up serving line: heats items that need to be heated, washes fresh fruit, keeps cold items cold for as long as possible before serving, sets up serving line in an appealing way
- Pleasantly interacts with students
- Ensures serving line stays replenished with all menu items and each student selects a reimbursable meal
- Records a child-specific meal count using the ExpressPoint program on an NDS- issued touchscreen laptop at the end of the serving line
- Maintains a back-up system to account for meals served in case ExpressPoint and/or the laptop is not working
- Cleans and sanitizes the serving line, trays, counters, transport items and equipment using NDS supplied sani- tabs and disinfectant spray; follows all HACCP policies
- Prepares for the next day's meal service by placing any thaw-and-serve frozen items in refrigerator, prepares for breakfast service, etc.

Paperwork

- Daily: Uses the Production Records before, during, and after breakfast and lunch to document foods on the serving line, leftover, and served. Records temperatures on these logs each day, for each meal service. Mails the original Production Records to NDS each month by the 5th of the following month and keeps a copy at school
- Daily: Uses the POS log to record any meals served that were unable to be marked in ExpressPoint. Faxes this log to NDS by the end of each serve day.
- Daily: Enters the Daily Enrollment & Absentee and Meals Prepped & Served to a web- based Online Reporting

system

- Daily: Communicates with the school office and NDS regarding any new enrollments and other changes to the student list
- Monthly: Completes the monthly HACCP checklist. Reports a physical inventory. Keeps copies of all paperwork on file at school for 3 years plus the current year

Ongoing/Other Tasks

- Is aware of and encourages wellness activities at school
- Is aware of children with allergies and shares information with school nurse
- Follows Smart Snack standards, ensures that ALL school staff follows these standards Follows HACCP procedures, such as proper receiving, storage & cleaning
- Encourages participation in the program with the help of NDS staff
- Keeps equipment in good working order by cleaning on a regular basis
- Reports equipment problems to NDS as soon as they are observed
- Forwards NDS copies of all health department inspection reports. Posts the most recent report in the cafeteria where all can see it
- Checks email & managers' webpage regularly for updates and important information Minimizes food waste by ordering & cooking the correct number of meals, using first in -first out (FIFO), & communicating changes to deliveries in a timely fashion Follows verbal and written training provided by NDS. Responds and corrects compliance issues identified by NDS and/or PDE
- Ensures that all program food & supplies delivered to the school is used for claimable meals, adult meals charged in the POS system, or as part of an la cart program

Requirements:

- Love of children
- Ability to lift 30 pounds
- Excellent cleaning and sanitation standards
- Good organizational skills and attention to detail
- Good computer skills: email, Microsoft Word and Excel, internet, laptop
- Good communication skills & solid basic math skills
- Ability to fill out forms, read reports generated by NDS, identify discrepancies in reports, and work independently
- Ability to maintain confidential information & works well under deadlines
- Flexible and open to changes in regulations, duties, policies, procedures, etc.
- Leadership skills and the ability to represent the benefits of National School Breakfast and Lunch Program to the school community

Initial applications must include resume and cover letter.

Please complete [the application here](#).

www.cityschool.org/employment