

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MANAGER INTERN

SALARY SCHEDULE: SSP2 + Manager %

COST CENTER: FOOD AND NUTRITION SERVICES DEPARTMENT (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to lead and direct the work of others. Ability to communicate with customers, staff and through telephone conversations. Ability to read recipes, memorandums, procedures, and other materials. Ability to analyze reports. Ability to write work schedules and directives. Ability to type in order to perform data entry tasks. Ability to plan, organize and prioritize activities.

REPORTS TO:

Director, Food and Nutrition Services
Area Supervisors and Managers as assigned

JOB GOAL

To prepare for the position of Manager and perform all related duties by completing requirements of the Manager Intern Program as well as assisting the Manager, Food and Nutrition Services, in the daily operation of the School Lunch Program consistent with federal, state and county regulations.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and assist the cafeteria personnel with preparation, serving, cash collection, general housekeeping, sanitation and cleanliness as prescribed by the Manager and consistent with the negotiated agreement.
- * (2) Attend classes to learn foundations of managing a school food service program.
- * (3) Assist Manager in record keeping, preparation of work schedules and implementation of central menu.
- * (4) Assist in on-the-job training of new employees.
- * (5) Assist in receiving of goods and supplies.
- * (6) Perform inventory rotation, management and control.
- * (7) Maintain reports and invoices.
- * (8) Assist in ordering food and supplies.
- * (9) Learn all aspects of the school food service operation to ensure that a high level of productivity and service is accomplished in an efficient and cost-effective manner.
- * (10) Serve as a proponent of Food and Nutrition Services in his / her school to encourage student and staff participation in the School Food and Nutrition Services Program.
- * (11) Rotate among schools to gain experiences as requested by the Director, Food and Nutrition Services.
- * (12) Maintain positive relationships with staff and vendors.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.

MANAGER INTERN (Continued)

- *(14) Provide for a safe and secure workplace.
- *(15) Model and maintain high ethical standards.
- *(16) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member. Exhibit effective customer service skills.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Maintain confidentiality regarding school matters.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 09

*Essential Performance Responsibilities