

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DINING SERVICES MANAGER CATERING

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma. Associate's Degree or higher from culinary arts school preferred.
- Three (3) years experience in institutional dining services or large commercial restaurant.
- Two (2) years full time work experience as a catering manager/ supervisor in large commercial operation.
- Valid Florida Drivers License.
- Satisfactory completion of ServSafe course and/or current certification or the satisfactory completion of ServSafe course within six (6) months of hire.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of basic computer software and hardware.
- Skill in problem solving, human interaction and conflict management.
- Ability and willingness to work a variable schedule, including nights and weekends, is a must.
- Ability to provide leadership to assigned personnel and train others.
- Demonstrable ability to communicate effectively both orally and in writing.
- Demonstrated institutional, hotel or restaurant culinary skills to include large quantity production.
- Ability to present professionally.

#### SUPERVISION

**REPORTS TO** Dining Services Quality Assurance Manager  
**SUPERVISES** Assigned Dining Services Personnel

#### POSITION GOAL

***To administer the dining services catering program at the district and school level in an efficient and effective manner to meet the catering needs of the district employing cost effective methods.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Develop catering and Board Café menus and perform menu costing to develop pricing strategies.
2. \* Develop and maintain standardized recipes for catering and Board Café menus.
3. \* Plan and supervise catered events, including developing menus, room decoration, procuring of rentals, staffing and ensure events are properly executed.
4. \* Cook and prepare food for catering events.
5. \* Develop and implement special menus/events/materials to support District initiatives throughout the school year.
6. \* Enhance and maintain Catering Procedures Handbook for dining services managers.
7. \* Provide training to dining services managers on catering procedures.
8. \* Develop and implement marketing strategies to maximize sales and service at the Educational Support Center and school campuses.
9. \* Determine production schedules and staff requirements necessary to ensure timely delivery of services.
10. \* Supervise and evaluate dining services personnel. Recommend employees for appointment, re-appointment, transfer and termination.
11. \* Supervise food ordering, production, service and sanitation.
12. \* Instruct dining services personnel in regulations and procedures and conduct continuous on-the-job training for dining services personnel.
13. \* Comply with all applicable District procedures, School Board policy and Federal and State regulations.

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14. \* Exercise managerial skills to control labor, food and non-food costs.
15. \* Submit reports and maintain accurate, current records of monies, sales, etc. as required.
16. \* Be available to participate as part of the District-Wide Emergency Management Team.
17. Perform other duties/tasks consistent with the goals and objectives of this position.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Commercial food preparation equipment, cleaning chemicals

### 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 constantly to move objects.

### PHYSICAL ACTIVITIES

|                         |   |
|-------------------------|---|
| <b>Sitting</b>          | Resting with the body supported by the buttocks or thighs.  |
| <b>Standing</b>         | Assuming an upright position on the feet particularly for sustained periods of time.  |
| <b>Walking</b>          | Moving about on foot to accomplish tasks, particularly for long distances.  |
| <b>Balancing</b>        | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.   |
| <b>Bending</b>          | Lowering the body forward from the waist.   |
| <b>Stooping</b>         | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  |
| <b>Reaching</b>         | Extending hand(s) and arm(s) in any direction.  |
| <b>Lifting</b>          | Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force. |
| <b>Finger Dexterity</b> | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.   |
| <b>Talking</b>          | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.                         |
| <b>Hearing Acuity</b>   | The ability to perceive speech and other environmental sounds at normal loudness levels.  |
| <b>Visual Acuity</b>    | The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.  |

### WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-13-I \$50,439 - \$77,373**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40  
Annual Hours 2064

#### POSITION CODES

|                     |       |
|---------------------|-------|
| PeopleSoft Position | TBD   |
| Personnel Category  | 18    |
| EEO-5 Line          | 44    |
| Function            | 7600  |
| Job Code            | 1711  |
| Survey Code         | 76013 |

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

March 9, 2010

ADA Information Provided by Dining Services  
Position Description Prepared by Chad Wilsky