

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DINING SERVICES RESTAURANT MANAGER

#### QUALIFICATIONS

- High School Diploma or equivalence of Florida Special Diploma.
- Two (2) years' experience in management. Restaurant or hospitality management experience preferred.
- Valid Florida driver's license.
- ServSafe certification or receive certification within six (6) months of hire.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to be an ambassador for the brand.
- Ability to successfully engage, lead, and develop a team.
- Ability to market menu items to guests.
- Ability to meet deadlines and effectively communicate with leadership and guests.
- Effective skills in oral and written communications.
- Effective skills in problem solving and conflict management.
- Ability to plan, organize, and prioritize.
- Knowledge of laws, regulations, and policies, concerning USDA Child Nutrition Programs.
- Knowledge of food safety and sanitation best practices, as well as applicable laws and regulations.
- Ability to be self-motivated.
- Knowledge of computer applications as related to job functions.

#### SUPERVISION

**REPORTS TO** Dining Services District Manager  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To lead and develop team members, operational efficiency, and financial accountability at the campus restaurant to provide exceptional guest service and a positive dining experience for guests.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Supervise, coach, and train restaurant team members to ensure quality of food and guest service.
2. \*Evaluate restaurant team members and make recommendations for appointment, re-appointment, transfer, promotion, and termination, if appropriate. Develop written performance assessments and action plans for workflow improvements.
3. \*Develop and implement work schedules for restaurant team members.
4. \*Forecast and order food and supplies to ensure continuous quantity and quality of menu items during meal services.
5. \*Exercise managerial skills to control labor, food, and non-food costs to ensure financial and operational efficiency.
6. \*Maintain high standards for food quality, safety, and sanitation. Take corrective action when necessary to ensure the health and well-being of guests.
7. \*Follow District cash handling procedures and maintain cash controls.
8. \*Develop and implement strategies to maximize the number of guests dining at the campus restaurant.
9. \*Plan and manage the preparation of food within an established production system following standardized recipes, preparation & service methods, proper food handling techniques, equipment use & care and cashiering.
10. \*Establish and maintain open communication with principal and staff in planning, developing, and utilizing the campus restaurant for the greatest benefits to the school and community.
11. \*Comply with Federal and State regulations, School Board policies, and District procedures.
12. \*Ensure Dining Services standards and mission are being met with every guests.
13. \*Ensure meals meet the USDA's meal standards and meal pattern requirements.

# DINING SERVICES RESTAURANT MANAGER, Page 2

14. \*Submit reports and maintain records as required.
15. \*Provide catering services to school campus.
16. \*Serve on the District-wide Emergency Management Team supporting emergency shelter operations which may require overnight stay at a shelter.
17. \*Maintain accurate, current records of monies, sales, etc.
18. \*Communicate to the principals or their designees all circumstances that impact the safety, health and welfare of students, faculty, and staff.
19. Perform other duties as assigned by the Dining Services District Manager.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard office equipment, commercial food preparation equipment, and 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

District Salary Schedule  
Survey Code 76013

### POSITION CODES

PeopleSoft Position	Multiple
Personnel Category	18
EEO-5 Line	44
Function	7600

### FLSA

Applicable  
 Not applicable

Previous Approval Dates

### BOARD APPROVED

**October 18, 2016**  
March 9, 2010  
April 10, 2007  
April 9, 2002  
January 25, 1989

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

AO-01-I **\$29,651 - \$46,782**  
AO-02-I **\$35,453 - \$54,385**  
AO-11-I **\$36,336 - \$58,863**  
AO-03-I **\$39,348 - \$60,362**  
AO-13-I **\$51,705 - \$79,315**

M-10/D-189/H-1512	JC 1701
M-10/D-189/H-1512	JC 1701M
M-12/D-258/H-2064	JC 1703
M-10/D-189/H-1512	JC 1701H
M-12/D-258/H-2064	JC 1703H