

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**



NOTICE OF NON-CERTIFIED VACANCY

Service Personnel Hourly

**Please Post
SPHR-187a
REPOST**

February 16, 2018

Building:	Port Huron Northern High School
Position:	Food Service Manager
Qualifications:	See Posting
Hours/Times/Calendar:	5 am – 1 pm
Effective:	Immediately
Allocation:	2.297.29.0000.1650

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must include a letter of intent expressing interest along with a resume and/or application online to the Human Resources Department on or before **4:00 p.m., February 27, 2018.***

**PLEASE INCLUDE POSTING #, POSITION, AND LOCATION ON ALL
CORRESPONDENCE**

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager *pw*

External Applicants

Please Apply On-Line and include a letter of intent with a resume on or before **February 27, 2018**

https://hr.phasd.us/Job_List.aspx

Any applications received after the date and time stated above will not be accepted.

*If you choose to withdraw your application, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Food Service Manager

SECTION J – 78

QUALIFICATIONS

1. High school diploma or equivalent (GED) required.
 2. Appearance must be clean and professional as described in our *Departmental Uniform and Personal Hygiene* policies.
 3. Must have adequate reading and mathematical skills.
 4. Must be dependable, enthusiastic and possess a positive attitude.
 5. Must have a reliable means of transportation and a working phone number.
 6. Demonstrated ability to accomplish work duties without supervision.
 7. Must possess the capability to maintain accurate ordering and inventory records.
 8. Must possess the ability to work in a professional/courteous manner with students and staff.
 9. Demonstrated ability to participate as a member of a team.
 10. Demonstrated ability to work in a diverse environment.
 11. Must be certified with SNA.
 12. ServSafe® certification.
-

PHYSICAL CAPABILITIES

1. Must possess the ability to lift a minimum of 40 pounds on a regular basis, and have ability to bend easily at the knees.
 2. Must be able to stand for extended periods of time in order to prepare and serve meals.
-

JOB RESPONSIBILITIES

1. Assure nutritious and attractive meals are prepared and served daily in a friendly and timely manner in accordance with the central menu prepared by the Food & Nutrition Services Director.
2. Assure proper food handling procedures are followed.
3. Maintain high standards of sanitation and safety in the food service area.
4. Maintain all records requested by the Food & Nutrition Services Office.
5. Complete all food and non-food supply orders.
6. Inventories food, condiments, and supplies for the purpose of ensuring availability of items.
7. Attends trainings for the purpose of staying current with USDA food regulations.
8. Attend meetings conducted by the Food & Nutrition Services Director in order to increase knowledge and efficiency.
9. Reconciles daily transactions (e.g. meal counts, monies collected)
10. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.

- 11. Supervise food service workers for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards.
- 12. Performs other duties as assigned.

SELECTION COMMITTEE	DIRECTOR OF FOOD AND NUTRITION SERVICES AND HUMAN RESOURCES		
EVALUATED BY	SUPERVISING ADMINISTRATOR		
SALARY DATA	COMMENSURATE WITH EXPERIENCE		
ALLOCATION(S)			
FORM DATA	PHASD FORM NO. AIS-OM-4	Ad. Off. Serv.	January 2018