

JOB TITLE: LAKEVIEW EXPRESS MANAGER

JOB DESCRIPTION:

This employee is responsible for performing skilled work in the management and operation of the District Office Lakeview Express Café in accordance with district policies, procedures, and methods.

Duties of this position include but are not limited to:

1. Promoting high standards of nutrition, food preparation and service, sanitation, safety, and customer relations.
2. Marketing the food and nutrition services program in such a way as to promote increased participation.
3. Providing a pleasant eating environment for customers.
4. Performing skilled work in food preparation and service.
5. Providing on-the-job training for food and nutrition services employees.
6. Maintaining records required for proper control of cash, food, supplies, and equipment.
7. Evaluating personnel.
8. Assisting in developing and administering the budget.
9. Submitting accurate reports promptly.
10. Participating in management training sessions and attending appropriate meetings.
11. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Completion of two food and nutrition services approved training courses.
2. Three years of successful experience in school based food and nutrition services or related work.
3. Bondable to handle receipts and deposits.

DESIRED QUALIFICATIONS:

1. Advanced training in management.
2. Experience or training in bookkeeping and accounting procedures.
3. Ability to work well with others.
4. Ability to relate to customers.
5. Experience with food service automation systems.
6. Experience in catering services.