

## Job Description

### Title: C-Store Manager

**Reports to:** Director of Food Service

**General Summary:** Coordinates and manages the food service program within the C-Store at an individual school.

### Essential Functions:

1.
  1. Serves as a working lead supervisor coordinating activities of workers engaged in food operations in the C Store, such as preparing HACCP sheets and working with employees
  2. Assists in ensuring a safe working environment throughout the facility for all employees, using HACCP, temperature (Freezer, refrigerator, line box) logs, prepare service requests and work orders in a timely manner, with the assistance of the Food Service Manager if necessary.
  3. Assists in monitoring employee productivity and provide suggestions for increased service or productivity, utilizing proper procedures for Business/Emergency Leave and Leave without Pay requests. Approve B/E and LWOP request for employees. Notify production manager or FSM of missed punches and time off requests for employee time clock.
  4. Assists in the supervision of day to day activities of subordinates and assigns responsibility for specific work or functional activities in C Store
  5. Orients and trains employees, coordinates with Food Service Manager for additional training
  6. Performs day to day assignments in addition to lead duties, phone calls, cash handling, and bank runs for change. Turn in mileage form to Food service office at the end of the month.
  7. Coordinates ordering activities with High School Production Manager
  8. End of day reports, inventory control (C Store)
  9. Performs all duties of production manager in production manager's absence.
  10. Works with student/parents/faculty employees to ensure satisfaction in such areas as quality, service, and problem resolution, refer to Food Service Manager if necessary

### Qualifications:

1. Education Level: High school diploma or equivalent

- \* Ability to communicate effectively with staff and students.
- \* Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing .....			x
2.	Walking .....			x
3.	Sitting .....		x	
4.	Lifting <u>  40+  </u> lb max. ....		x	
5.	Carrying <u>  10+  </u> feet .....		x	
6.	Pushing / Pulling.....		x	
7.	Climbing / Balancing.....		x	
8.	Stooping / Kneeling / Crouching / Crawling .....		x	
9.	Reaching / Handling .....			x
10.	Speaking / Hearing .....			x
11.	Seeing / depth perception / color .....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public School      Revised: August, 1994