

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Manager, Central Kitchen **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.
462	Food Program Compliance	Ensure food program compliance with requirements of federal, state, and local agencies and internal standards.
461	Food Service Reports	Prepare federal, state, and local reports on food service activities.
466	Food Service Delivery	Prepare, set up, and serve food.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or
High School diploma or equivalent with five years related experience

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003