

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Food Service Equipment  
Field Manager

**Department:** Child Nutrition

**Grade** I  
**H.P.D** 8  
**D.P.Y.** 194

**Job Description**

**Date Reviewed:** July 2010

**Reports To:** Director Child  
Nutrition/Asst.  
Director Child  
Nutrition/Field  
Manager Supervisor

**Purpose of Job:**

The purpose of this job to monitor cafeteria design and equipment purchases ensure that each child is provided with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring. Reports to Director Child Nutrition, Assistant Director Child Nutrition, Field Manager Supervisor and Chief Financial Officer.

**Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conduct daily on site reviews of schools for the purpose of planning and checking all menus for school breakfast and lunch programs.

While in schools check production records for accuracy-report findings to the Field Supervisor and assist in training where necessary.

Schedule training for areas of improvement and document training events in site visit folder.

Document areas needing attention, follow up with training needs to Field Supervisor and assist in training where necessary.

Inventory existing equipment to include in school-tag the equipment in the schools for removal, discussion of equipment likes and dislikes to assist in making selections of equipment for new / renovation projects.

Assist with development of wish list for schools.

Assist with the development of survey forms and actually survey student population on likes/dislikes and tally scores to prepare for analysis of products.

Assist with vendor testing in schools.

Conduct 3 times each year Comprehensive On-Site Reviews for breakfast and lunch and provide documentation to Field Supervisor/ Director.

Inspect lines for Marketing and Garnishment of items, proper color distribution and report any areas needing improvement/ training to Field Supervisor.

Assist with training in proper use of the Buying Guides, Portion sizes, Utilization of Standardized Recipes.

Analyze plate cost and report to central office on a monthly basis.

Supervise and follow up on new hire and food service substitutes.

Assist with Nutrient analysis of menus and provide feedback when needed to nurses assisting with special dietary needs of students.

Utilizes knowledge of fundamental mechanical, electrical, carpentry, plumbing, or heating and cooling skills in performing assignments

Accomplishes various purchasing assignments that are fairly complicated in nature. Requires ability to understand materials requirements and choose from several options. Compares prices and makes vendor selections or suggestions. Arranges delivery schedules.

Accomplishes difficult purchasing responsibilities which require broad or specific skills and training. Confers with managers and vendors. Might supervise, train, and assist less senior buyer positions.

Ensures that materials, equipment, and supplies are ordered and delivered in a timely manner. Chooses vendors, places orders, maintains records and handles returned goods.

Accepts and scrutinizes vendor bids or proposals. Selects sources based upon analysis. Arranges vendor contracts, bargains for best costs, and observes quality of purchased materials.

Prepares reports and required documents. Organizes activities with engineering, production, or warehouse personnel.

Assist engineers in developing product designs. Develops preliminary sketches or schematics, layout, detail, and assembly drawings. Gathers all necessary information to develop a final design. May help design prototypes or modifications to existing product or equipment

Composes written matter relating to instructions, policies, procedures, science, math, or engineering for use in external or internal company publications.

Investigates and studies material used through examination of systems, diagrams, and interviews.

Plans and produces contents of training guides.

Analyze, interpret and make recommendations for equipment purchases. Perform analytical comparative studies to assist officials in decision-making relative to Child Nutrition.

Implement higher level directives by establishing plans to ensure higher standards of food service, financial management, and adequate facilities.

Update food preparation, equipment, and reports on equipment deficiencies.

Work with the Plant/facilities on cafeteria construction.

Apply financial, accounting, and budgetary knowledge and skills to compile equipment replacement program, prepare annual replace budget, and evaluate priority of sever need.

Provide technical assistance to management.

Make recommendations for equipment maintenance, replacement, and safety procedures.

Evaluated conformance with policy; recommended any necessary corrective actions; explain work requirements, methods, procedures, instructions, and regulations.

Additional jobs as assigned by the Child Nutrition Director

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or GED) required with five years management experience in management operation of a Facility. Quantity Food Service Education background with

some college preferred. Other previous management and/or additional education may be considered.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Food Service Equipment Field Manager. Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, embers of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret food production reports and related materials.

### **(ADA) MINIMUM QUALIFICATIONS OR STATNDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Food Service Field Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Food Service Equipment Field Manager.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, cafeteria and kitchen equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Food Service Equipment Field Manager.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**