

**JOB DESCRIPTION**

CLASS TITLE: Food Service Manager - Testing  
and Quality Control

JOB CODE: 5716

DEPARTMENT: Food and Nutrition

PAY GRADE: 26 (B4)

DATE: 2/5/99

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**BASIC OBJECTIVES**

This is specialized food service work in the MDCPS Department of Food and Nutrition. The position works as support to the department's Planning and Production and Equipment and Training Programs. Work involves employee testing, testing of food preparation formulas, the standardization of recipes, products, equipment evaluation, quality control and property control inventories. Work is performed under the general supervision of the assigned administrator.

**JOB TASKS/RESPONSIBILITIES**

1. Coordinates the selection of the evaluation committee each time a bid is evaluated.
2. Assumes responsibility for proper documentation, labeling, and storing of all products received for testing and evaluation.
3. Assists with the evaluation and testing process for all bid items and employee testing for the cook's and baker's training programs.
4. Maintains records of test procedures for employees and for products listed and recipes developed.
5. Coordinates taste tests and product evaluations throughout the county with various grade levels of students.
6. Develops and standardizes food preparation formulas currently utilized by the system.
7. Develops and tests new recipes which utilize government donated foods.
8. Visits schools throughout the county on a scheduled basis to ensure the quality of bid award items and the quality of training programs are met.
9. Conducts scheduled product and recipe demonstrations and training programs for Food Service Managers.

10. Assists Food Service Managers with problems and concerns regarding equipment installations and inventories, products, recipes and employee training programs.
11. Plans and prepares for various special functions such as the Superintendent's Opening of School Meeting and various program update meetings.
12. Maintains food usage reports and U. S. D. A. Certificates of Condition submitted by School Board approved vendors.
13. Assists with the submission of commodity loss reports and commodity product evaluations.
14. Determines and requisitions all supplies and equipment required for Test Kitchen and installation services needed in school kitchens throughout the county.
15. Visits food distributors and storage facilities and does on -site reviews of equipment installations and property inventory at school locations.
16. Performs related comparable work as required.

### **PHYSICAL REQUIREMENTS**

This is medium work which requires the following physical activities: bending, stooping, crouching, twisting, reaching, sitting, standing, pulling, lifting, grasping, feeling, talking, hearing and visual acuity.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of at least thirty-three (33) semester hours of college-level course work in food and nutrition or related discipline and three (3) years of MDCPS food service management experience,

OR

Equivalent combination of college-level course work in food and nutrition or related discipline and MDCPS food service management experience.