

TITLE: SCHOOL NUTRITION MANAGER

QUALIFICATIONS:

1. High school diploma or equivalent
2. Knowledge of laws, regulations and requirements pertaining to public school nutrition service programs; college course work in food-related area desirable
3. Knowledge and ability to perform, teach and supervise quantity food service preparation including: computations required by prescribed menus, work simplification methods, first aid, safety and sanitation procedures, and proper use and maintenance of nutrition service equipment
4. Training in nutrition service program requirements, preparations of work schedules, recipe adjustment, safety and sanitation standards, and worker dress and personal hygiene standards; Serve-Safe certification required within one year of employment in position
5. Ability to work effectively with staff, students and public
6. Ability to maintain records and prepare reports, including use of computerized programs for ordering, meal counts and other required reports
7. Ability to follow oral and written directions
8. Valid driver's license and personal automobile for use on district business
9. Must pass required tests

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To serve attractive and nutritious meals in atmosphere of efficiency, cleanliness, warmth and professional service consistent with District nutritional and education goals

PERFORMANCE RESPONSIBILITIES:

1. Organizes, supervises, and coordinates activities and operations of school cafeteria; evaluates site programs and makes recommendations to appropriate staff
2. Supervises preparation, sale, serving and storage of food in accordance with established guidelines
3. Orders, receives and stores food, equipment and supplies
4. Trains, supervises and evaluates site nutrition service staff
5. Controls and manages food and labor costs; computes and estimates proper food quantities, supplies and other resources needed for efficient nutrition service operations
6. Maintains sanitary and orderly preparation, serving and storage areas
7. Maintains effective working relationships with staff, students and community; serves as resource in coordinating nutrition service program with curriculum and school functions
8. Maintains records and prepares reports including, but not limited to, inventories, applications, menus, meal counts, sales, labor hours, payroll records and menu production records
9. Performs food preparation, clean-up and other duties required for nutrition service workers
10. Attends meetings and training as required by District
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 9

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable