

Child Nutrition - Manager

Purpose Statement

The job of Child Nutrition - Manager is done for the purpose/s of supervising food services activities at assigned site/s; organizing food preparation activities; assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; complying with mandated health requirements; and overseeing cooking and/or transport to school sites.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Child Nutrition Supervisor

Essential Functions

- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Participates in unit meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed (e.g. coverage for sites / transportation, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Reconciles meal counts and related information (e.g. meals served, tray counts, etc.) for the purpose of assisting lunch clerks ensuring accurate reporting of services in compliance with established reporting requirements.
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items.

- Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: quantity cooking, basic computer usage, and health standards and hazards.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 38% walking, and 37% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Food Handlers Permit

ServSafe Certificate

Continuing Educ./Training

ServSafe Recertification

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

6