



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Quality Assurance and Support Manager

**F.L.S.A.** Non-Exempt

### QUALIFICATIONS:

- Management and/or training experience preferred
- Ability to demonstrate procedures and provide food preparation training
- Basic math and computer skills
- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

### ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

**REPORTS TO:** Satellite Coordinator and Director of Food Service

### ESSENTIAL JOB FUNCTIONS:

1. Provides staff training and in-services on menu preparation and other topics as assigned.
2. Monitors food quality and food preparation procedures to ensure uniformity, high quality food products, and safe food handling across the district.
3. Oversees, trains, and assists with meal delivery operations including portioning, holding, service and storage of leftovers.
4. Performs management tasks in absence of regular manager or satellite lead including ordering, receiving, inventory, student meal

account functions and enforcement of district policies and procedures.

5. Adheres to, monitors and trains staff members in Hazard Analysis Critical Control Points (HACCP) protocol and sanitation procedures.
6. Maintains knowledge of and provides staff training on program requirements set forth in the National School Breakfast and Lunch Programs.
7. Performs recipe development and costing tasks.
8. Conducts or assists with taste testing, student food advisory panels and nutrition education.

### **OTHER JOB FUNCTIONS**

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Reports to work at scheduled time with proper uniform & appropriately groomed.
3. Adheres to all school district rules & building rules & regulations.
4. Utilizes proper hand washing techniques.
5. Participates in meetings, training sessions & seminars as scheduled.
6. Completes other tasks as assigned.