

Elementary Nutrition Services Manager

Purpose Statement

The job of Elementary Nutrition Services Manager is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for managing food preparation activities; organizing food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Director of Nutrition Services

Essential Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Coordinates the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- 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 (e.g. Middle School, etc.) 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 site operations for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
- 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, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Processes receipts for the purpose of completing and documenting transactions and/or preparing bank deposits.
- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures.

- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Screens free and reduced meal applications for the purpose of determining initial eligibility under program guidelines.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

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, technical 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; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; collecting money; and operating job related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; sanitation practices; codes/laws/rules/regulations/policies; health standards and hazards; methods of industrial cleaning; methods of quantity cooking; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using 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 wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, and 45% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Physical Capacity Assessment

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Food Handlers/SafeServ Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade