

**High School Nutrition Services Manager**

**Purpose Statement**

The job of High School Nutrition Services Manager is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for directing food service personnel; producing food to meet the mandated nutritional needs of students; ensuring proper transport and availability of food service items to a variety of sites; providing written support to convey information; and complying with mandated health standards.

This job reports to the Director of Nutrition Services

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**Essential Functions**

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Coordinates food service schedules for the purpose of providing coverage for special events (catering, promotional events, etc.).
- Directs the transport and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements.
- 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.
- 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.
- 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.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. transportation logs, meal counts by site, reconciliation reports, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining an adequate inventory for preparing meals.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen operations.

- Trains assigned staff (e.g. food preparation, health standards, sanitation, methods, etc.) for the purpose of addressing nutritional service requirements in compliance with established guidelines.

### **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 single, 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; handling hazardous materials; and operating job related equipment.

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 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; and sanitation practices; health standards and hazards; methods of industrial cleaning; and methods of quantity cooking.

ABILITY is required to schedule activities, meetings, and/or events; 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; 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, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, and 10% 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** High school diploma or equivalent.

**Equivalency**

Required Testing

Physical Capacity Assessment

Certificates

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

NS HS/MS/EEC Manager