



School Nutrition Manager

Nature of Work

An employee in this class performs a variety of duties in the direct supervision of the Henderson Collegiate food service program. Tasks are performed according to established guidelines and procedures. The employee is expected to resolve most problems that arise in the operation of a school cafeteria. The employee receives general supervision from the School Nutrition Director. The employee directly supervises other employees in the school cafeteria.

Essential Functions

Food Production and Service

- Schedules work to be done
- Follows planned menus with occasional substitutions as allowed
- Applies prescribed quality standards and quantity controls
- Observes food preparation and line service to assure quality and proper presentation of food
- Displays food to reflect school and seasonal activities
- Plans use of leftover foods

Purchasing, Storage, and Inventory

- Requisitions foods and supplies as needed
- Verifies cost, quantity, and quality, of items received
- Advises director concerning improper quality/condition of item received
- Sets up and ensures proper storage of items according to prescribed standards
- Inventories items according to established system
- Rotates stock in a timely manner

Equipment and Facility Management

- Oversees the use of equipment
- Requests repairs and replacement of equipment as needed
- Maintains a constant check of conditions of sanitation and safety and makes needed corrections
- Oversees use of facility by other groups

Personnel Management and Supervision

- Assigns work to staff
- Maintains timesheets and leave records
- Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping
- Evaluates performance of each employee. Counsels employees to maintain productive working relationships
- Recommends hiring and disciplining of employees
- Conducts staff meetings

Prepares purchase records and reports

- Prepares meal records and reports
- Submits reports on a timely basis



Sanitation and Safety

- Develops and implements cleaning schedule
- Enforces employee sanitation procedures

Dress/personal hygiene codes

- Follows and enforces established procedures to avoid food contamination and exhibit professionalism

Public Relations

- Provides information of food service program to students, parents, and school staff
- Responds to customer concerns and complaints
- Assists in the planning and production of special functions involving the school nutrition program

Requirements

- Certified through ServSafe or other safe food handling accreditations
- Meets ten hours of professional development annually
- Considerable knowledge of food preparation and standards of sanitation and safety
- Working knowledge of basic arithmetic
- Skill in the use of food preparation equipment
- Ability to develop schedules for the use of personnel and material resources
- Ability to train personnel in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping
- Ability to coordinate various activities in the preparation and serving process
- Ability to inventory and record information accurately
- Ability to comprehend and apply written and verbal guidelines and directions, and explain these to others
- Ability to establish and maintain positive working relationships

Physical Demands

To perform the essential functions of this job the employee must:

- Stand and walk approximately 90% of the work day
- Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl approximately 10% of the day
- Frequently lift or move objects up to 20 lbs. and occasionally lift or move objects up to 50lbs.
- Have adequate vision (i.e. close vision, distance vision, color, peripheral vision, depth perception, and ability to adjust focus.)

Environmental exposures include:

- Walk in freezer/refrigerator temperatures reaching below 0 degrees F
- Discomforting warm temperatures during food preparation times
- Loud noises
- Getting wet while washing dishes and/or cleaning

Preferred Education and Experience

- High school diploma and two years' experience in commercial or institutional food service, preferably in a school setting, or an equivalent combination of education and experience.



Position Type/ Expected Hours of Work

This is a full time salaried position, working up to 8 hours, with start times as early as 5:30 am and leave times as late as 3:30 pm. This position requires infrequent Saturday work days (approximately 4-5 days/year). Due to nature of a year round school schedule, approximately four seasonal 2-3 week long breaks will be expected with paid time off. Occasional holidays will be observed with paid time off as well.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice. The School is an at-will employer, which means that your employment with the School is for no specific period of time and may be terminated by the School, with or without prior notice and with or without cause.