

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Nutrition Services Manager – High School

Pay Table: Support

Pay Grade: 8

FLSA Status: Non-Exempt

Job Code: 735

Reports to: Nutrition Services Coordinator

JOB SUMMARY

Under the general direction of the Coordinator, the Nutrition Services Manager – High School is responsible for the preparation and serving of meals at the high school. The incumbent orders supplies, trains and supervises the staff, directs and assists with the preparation of the meals, maintains sanitation and safety standards, and keeps records.

ESSENTIAL JOB FUNCTIONS

- Prepares orders for the appropriate kinds and amounts of food, places orders on computer. Receives and accounts for orders as received and properly stores received supplies. Inventories supplies. Prepares daily, weekly, monthly, quarterly and annual reports.
- Supervises and assists with food preparation for breakfast and lunch, ensuring that food quality is maintained.
- Provides food service for child care, pre-school snacks, etc.
- Prepares food for special needs students (diabetics, etc.).
- Supervises and assists with cleaning. Ensures that proper cleaning and sanitation standards are maintained.
- Prepares work schedules, outlines daily job duties, directs work, and enforces procedures.
- Performs annual performance appraisals on employees and makes recommendations based on job performance.
- Trains new employees and substitute workers. Also provides ongoing training for cooks in food preparation, equipment usage, etc.
- Rotates and organizes freezer prior to deliveries.
- Accepts and checks in deliveries.
- Maintains records on costs, orders and inventory; forwarding records to supervisors when requested (e.g. daily food cost sheets for breakfast and lunch, production sheets, USDA daily inventory, comparative report).
- Maintains records of employee hours worked (reviews, signs and submits).
- Calls for substitute employees as needed.

- Assists federal and state inspectors in reviewing records, inventory and service.
- Coordinates with principal, faculty, custodians, parents, PTA, etc., resolving problems and maintaining relations.
- Requests repairs and replacements for equipment and follows up to ensure that work is completed. Coordinates with coordinator.
- Opens and secures kitchen facilities. Ensures that equipment is clean and locked up at end of day.
- Supervises and trains employees in use of computer and in cashier responsibilities. Assists clerk with money accounting (counts and verifies). Ensures that money is accounted for correctly. Reconciles cash drawers.
- Maintains emergency food and supply inventory.
- Operates computer for word processing, order entry, record maintenance and E-mail.
- Be available and on call for emergencies.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Completion of District manager training course.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food Handler's Permit
- Serv Safe Certification

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform mathematical calculations (percentages and fractions).
- Knowledge of health, nutrition and sanitation.
- Complete knowledge of all equipment used in the kitchen.
- Management and time management skills. Must have strong interpersonal skills for managing staff and for coordinating with principals, vendors, students, etc.
- Basic computer skills.
- Familiarity with kitchen equipment.
- Some basic knowledge of electricity and plumbing helpful.
- Ability to manage inventory and property.
- Ability to accept payment and prepare purchase orders.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.