

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 – Junior High School

Pay Table: Support

Pay Grade: 8

FLSA Status: Non-Exempt

Job Code: 730

Reports to: Nutrition Services Coordinator

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Prepares production sheets.
- 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.
- Supervises and assists with food preparation, ensuring that food quality is maintained.
- Monitors temperature of freezer and refrigerator.
- Takes temperature of food.
- Supervises and assists with cleaning. Ensures that proper cleaning and sanitation standards are maintained.
- Supervises and instructs employees on work duties, sanitation and food preparation. Plans, organizes and revises employee work schedules.
- Maintains inventory.
- Trains staff and personnel and attends meetings with school administration.
- Processes timecards, maintains personnel records and ensures coverage.
- Secures kitchen at end of day: lock refrigerators/freezers, milk coolers; check that all lighting machines and equipment has been turned off; secures office and store room.
- Calls for substitute workers when necessary.
- Organizes and maintains filing system for unit records.
- Receives and sends electronic mail; prints and files pertinent information.
- Collects, records and writes receipts for money paid to lunch program.
- Notifies office of any needed equipment repairs.

- Makes daily deposit at bank.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Completion of District manager's 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 - renewed every three years.
- Serve Safe Certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to use computers and software programs.
- Knowledge of food preparation/nutrition.
- Ability to manage people/things and problem solve.
- Ability to accept payment.
- Ability to manage inventory and property.

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: balancing, climbing, crawling, 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.