

POSITION TITLE: Manager School Nutrition

QUALIFICATIONS: Associate's or bachelor's degree in culinary arts, food service management, hospitality or High School Diploma or its equivalency with successful completion of an approved dietary or culinary apprentice/manager trainee program or apprenticeship program in restaurant and food service management. Must be Member of School Association and ServSafe certified or able to become member and obtain certification within three months of employment. Four years of progressively responsible experience in the production of food services, two of which should have been in a supervisory capacity as cafeteria manager or supervisor required. Strong communication skills, ability to multitask, leadership abilities; ability to use a computer to create schedules and reports. Must have an extensive knowledge of health department codes and sanitation standards concerning the preparation of food. Must have a comprehensive knowledge of the procedures, practices, operations and equipment of institutional food preparations. Must have the ability to organize, supervise, train, and evaluate subordinates. Must have the ability to manage the full range of tasks required to prepare, store, and serve food in a quantity institutional food service unit. Must be able to successfully promote the program, extend recipes, maintain a perpetual inventory, and to operate a computerized cash register. Must have the ability to periodically lift 50 lbs. and carry food stock weighing 20 lbs. or more frequently, and walk/stand for extended periods. Must be able to establish and maintain effective working relationships with food service staff administrators, school staff, vendors and community representatives. Experience with windows based computers and related software required. Experience with Microsoft Word, Excel, PowerPoint and Access preferred. Bilingual skills to include Spanish is preferred. Personal vehicle is required to travel from one school to another for floating manager coverage and other related managerial duties.

PERFORMANCE EXPECTATIONS: Oversees the production of all school breakfasts, lunches and afternoon snacks. Plans and controls daily food production. Ensures proper amounts of food are withdrawn from inventory and prepared each day. Ensures adherence to standardized recipes. Ensures school breakfast, lunch and afternoon snack menus are followed and all meals and snacks served meet meal pattern requirements. Ensures the serving lines are set up properly and on time, and appropriate serving sizes are followed. Ensures that Offer Versus Serve (OVS) is properly implemented for both breakfast and lunch and that all subordinate staff understand what constitutes a reimbursable meal under OVS. Ensures meals are served and snacks provided in a timely fashion that adheres to the school's meal schedules. Prepares and serves meals of the highest quality that encourages student consumption and participation in the school breakfast and lunch programs. Maintains an operation that responds to students' food preferences. Provides outstanding customer service to students, parents, staff, visitors and fellow employees. Ensures that fellow employees do the same. Monitors the kitchen and cafeteria for the purpose of ensuring a safe and sanitary work environment. Acts as the on-site "Person-in-Charge" in all matters of food safety, as required by the local health department. Ensures that temperatures are monitored and recorded for freezers, refrigerators and milk coolers daily, and notifies the Building Engineer and/or the Director of Student Nutrition Services if temperatures are above 10°F (freezer) or 41°F (refrigerator/cooler). Ensures that temperature of foods are monitored and recorded to ensure that foods are cooked to the proper internal temperature, chilled to the appropriate temperature, and placed on the serving line at the appropriate temperature. Plans and ensures adherence to cleaning schedules. Ensures that the wash, rinse and sanitize procedures are followed for ware washing. Monitors the kitchen and cafeteria for the purpose of ensuring the security of all food and supplies. Orders all food and supplies for the cafeteria. Ensures that all incoming food and supply deliveries are received and stored properly. Checks invoices for accuracy, ensures that drivers have noted any returned/damaged goods on the invoice, deducts the amounts of any returned/damaged goods from invoices. Properly codes and forwards all food and supply invoices to the Director of Student Nutrition Services in a timely fashion. Takes an accurate monthly inventory of all purchased food and supplies. Keeps track of requests for field lesson meals and other special requests. Organizes the school foodservice desk/office to maintain an efficient and effective operation. Maintains integrity and accountability of the School Nutrition Program through compliance with all federal, state and local regulations. Maintains all records and reports to meet local, state and USDA requirements, including daily production records, temperature logs, etc. Ensures compliance with Richmond Public Schools mission and vision. Follows all school policies and procedures. Plans and ensures adherence to daily work schedules. Manages, motivates, trains and evaluates subordinate personnel. Follows and enforces policies for the safe use and care of all equipment. Reports

any malfunctioning equipment to Building Engineer and/or Director of Student Nutrition Services. Communicates effectively with supervisor, school administrators, customers and fellow employees. Provides leadership that sets high professional standards for the School Nutrition Program and its employees. Provides other related duties as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Work in a school cafeteria setting with a kitchen, serving line and storage areas. Work requires stooping, standing, kneeling, reaching, walking, pushing, pulling, lifting, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data. Periodically lifting 50 pounds and frequent lifting of food containers weighing up to 20 pounds is required. Occasional exposure to damp floors, steam from equipment and potentially caustic cleaning materials is necessary.

REPORTS TO: Principal, School Nutrition Supervisor and Director of School Nutrition Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 113 – Manager I: High School Diploma/GED, Pay Grade 114 – Manager II: Associate Degree, Pay Grade 115 – Manager III: Bachelor’s degree

LENGTH OF CONTRACT: 191 Days (9.5 months) – 8 hour work day

FLSA: Non-exempt