



**Job Description**  
Prepared/Revised Date: January 2021

Job Title:	<b>Nutrition Services Manager, Single Secondary</b>	Job Code:	<b>1152</b>
Job Family:	<b>Nutrition Services</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>Yes</b>
Typical work year:	<b>9 months</b>	Pay Range:	<b>G10</b>

**SUMMARY:** Lead and manage kitchen in either a high school or middle school, including all aspects of ordering, food preparation and serving, personnel management, scheduling and training. Develop and promote good customer relations by responding to comments and complaints regarding Nutrition Services in a timely manner. Promote and maintain good relationships with the school staff, nutrition support staff and community. Monitor and assure compliance to Health Department Standards, all safety procedures, and department policies and procedures. Support, comply with and displays knowledge of all applicable federal and state regulations. Direct all USDA Child Nutrition programs selected for work site. Display exceptional customer service skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Schedule, supervise, monitor and assist assigned personnel with cashiering, cleanup and the timely and accurate preparation and serving of high quality, menu items. Give and document performance feedback throughout the school year and completes performance evaluations appropriate for all subordinate personnel, including trainees.	D	37%
2. Monitor and assure compliance with Health Department standards and department policies and procedures, including but not limited to Nutrition Services SOPs, Hazard Analysis Critical Control Point (HACCP), employee expectations, and all applicable state and federal regulations in assigned school. . Prepare menu worksheets and ensures they are accurately completed on a daily basis.	D	15%
3. Maintain reasonable inventory of supplies through accurate ordering, receiving, storage, and rotation of stock at assigned school.	W	25%
4. Accurately maintain and review all kitchen budgets and financial records, including deposits, profit and loss reports, inventories, P-card procedures, Fusion reports, , and other assorted forms.. Ensure compliance and review employees time and attendance for accuracy with payroll. Attend department meetings and satisfies department, state, and federal continuing education requirements.	D	5%
5. Deliver and document orientation and on-the-job training in assigned school to all subordinate kitchen personnel, including trainees.	D	3%
6. Coordinate and resolve issues with principals, school staff, parents and Nutrition Services central office. Contact parents regarding negative balances. Assist with the Free and Reduced lunch application process. Assure confidentiality of private information.	W	5%
7. Follow special dietary needs procedure and adheres to special diets as directed.	D	5%
8. Perform other job related duties as assigned.	D	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Three (3) years' experience in a large volume food service operation.
- More than two years as an Assistant Kitchen Manager preferred.
- Nutrition Services or other food service management training preferred.
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer, physical examination.

- Valid Colorado driver’s license or ability to frequently travel among district facilities.
- Must obtain, and thereafter maintain, a department approved food safety training program within 6 months of hire.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs (currently 12 hours for Kitchen Managers).
- Recommended attendance at the Colorado Department of Education (CDE) summer workshop every five years.
- Recommend membership in School Nutrition Association and Colorado School Nutrition Association.
- Recommend to attend Colorado School Nutrition Association annual conference every two years.
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Exceptional customer service skills.
- Basic math skills and ability to apply weights, measures and amounts in recipes.
- Must have ability to calculate change.
- Proficient knowledge of commercial food preparation and equipment.
- Extensive ability to lead, resolve conflict, team build, organize and work with others.
- Proficient ability to maintain records and files.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to work with children and children with special needs.
- Ability to promote and follow Board of Education policies, District Policies, building and Department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Large volume food production, serving and sanitizing equipment.
- Basic kitchen utensils including knives, slicers, thermometers and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system and email.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Nutrition and BASE Supervisor	040629

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Assistant Kitchen Manager	1	1154
	Senior Cook/Cashier	Varies	040330

- Responsible for implementation of changes evolving from the independent or interdependent decision-making process and is held accountable for those changes.
- Responsible for the accuracy of a unit member’s performance appraisal.
- Responsible for the team outcome being in compliance with federal, state and district regulations.
- Provide guidance to temporary or part-time employees.
- Provide guidance to other employees performing similar responsibilities and/or duties as the employee.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Employee is accountable for monitoring revenue and expenses to meet district financial expectation.
- Oversees purchases and initiates requisition orders while ensuring that monies are not overspent.
- Employee has responsibility for supplies, warehouse stock
- Employee is responsible for accuracy of cash collections and fund security.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the*

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	