

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**NUTRITION SERVICES MANAGER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in the Nutrition Service Field and minimum one (1) year as Assistant Manager.
- (3) Should demonstrate leadership ability and the ability to follow directions.
- (4) American School Food Service certification.
- (5) Ability to work well with others, including students, teachers, parents and School Board staff.
- (6) Meet employee expectations established by Baker County School District.
- (7) Possess a valid Florida Driver's License, Class E minimum.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers and provide friendly service to participants of the nutrition services program. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Ability to learn to operate basic food service equipment and machinery. Ability to follow instruction and to demonstrate skill in performance of routine non-technical duties involving preparation, clean-up and serving of food. Basic math skills necessary for preparing recipes, conducting inventory of food and non-food items and handling monies. Good communication skills necessary for reading labels and recipes and conversing with students and adults. Willing to participate in training for required certification. Ability to load and unload food cart on transport vehicle.

**REPORTS TO:**

Director, Nutrition Services, Purchasing & Warehousing / Site Principal

**JOB GOAL**

To provide nutritious meals meeting meal component requirements and to manage employees efficiently and effectively to ensure this goal; to foster an environment that creates a student-learning laboratory for nutrition.

**SUPERVISES:**

Nutrition Services Assistants

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform on-the-job training of employees.
- \* (2) Produce and supervise high standards of food preparation, service, sanitation and safety.
- \* (3) Perform accountability duties including data base computer functions required for the proper control of cash, meal counts, food, supplies, and equipment.

**49.00**

**NUTRITION SERVICES MANAGER (Continued)**

- \* (4) Planning organization of staff hours to maximize efficiency and create fairness among assignments.
- \* (5) Follow local requirements and USDA guidelines in preparing and serving meals that meet requirements for reimbursable meals and a la carte sales.
- \* (6) Assist in loading unloading food to/from catered school(s).
- \* (7) Assist in cleaning of transport van.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.  
(192 days)

**EVALUATION:**

Performance will be evaluated annually by the school principal, with input provided by the Nutrition Services Director, in accordance with school board policies for assessment of non-instructional personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**