Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Child Nutrition Area Manager**

Qualifications:

Credentials: County Health Card, Must have attended at least 4 workshops: including Management I and II.

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required:
Must demonstrate aptitude for performing tasks in large scale food preparation; Must have at least five years experience in volume food preparation and ability to get along with people.

Special Skills, Knowledge, Abilities:
Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner. Must be able to oversee work of other cooks, train them on all equipment and operations. Must be able to manage meal preparation and serving for the school. Must be able to train other Managers.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number of portions to prepare.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the steamers, slicers, mixers, dish machines, ovens.

Site: **Various**

Reports To: Child Nutrition Director

Job Goal (Purpose of Position): Oversees and performs skilled level and supervisory level food service duties under limited supervision of a Director to oversee the preparation and serving of delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paper work to handle money or other charges/non charges and to properly record information for reimbursement. In addition to duties associated with that of Manager, the Area Manager must oversee the reporting/record keeping functions at schools, review any stock/inventory replacement, and to oversee training of cooks, cashiers, and managers.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students. The employee must not only enjoy working with children but must set a proper example for other cooks.

Other Performance Measures: Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accident and injury. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self discipline to get the work done.

PERFORMANCE RESPONSIBILITIES:

1. Trains new managers, cashiers as to their duties in the lunchroom.

2. Fills in for managers, cashiers and workers when necessary.

3. Delivers food and supplies in emergencies.

4. Responsible for checking out lunch tickets to managers and keeping accurate record of all tickets - date checked out - number and type of tickets.

5. Observes managers and workers, sees that Federal Regulations are met and carried out in the lunchroom.

6. May assist with processing certification applications on the local level and keeping accurate record of certified personnel.

7. Performs other duties or assignments as given by Child Nutrition Director.

Supervision Exercised: An incumbent supervises other Child Nutrition Managers, Cooks, Cashiers, etc.

Physical/Mental Requirements and Working Conditions:
Since about 60-70% of the time the Area Manager is at the site performing training or acting as a Manager, see the requirements and working conditions in that description. The other 30-40% is administrative duties.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have the hearing/speaking ability to communicate with employees, patrons, and students in person. Must be able to run cash registers, operate all machine/equipment, drive a vehicle, order and deliver.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for other safety and health.

TERMS OF EMPLOYMENT: 195 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
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