



## Child Nutrition Manager II Secondary Schools

### Purpose Statement

The Child Nutrition Manager II Secondary Schools oversees food service activities at assigned locations, ensuring the preparation and serving of food items, maintaining sanitary conditions, and guiding personnel to ensure efficient operations.

### Supervisory Relationship

Reports to: Child Nutrition Program Director

### Essential Functions

- **Food Arrangement and Serving:** Organize and serve food and beverage items to students and staff efficiently.
- **Inspection and Inventory:** Inspect food items and supplies to verify quantity, quality, and specifications, ensuring compliance with health standards. Maintain inventory to ensure availability of items for menu requirements.
- **Sanitation and Safety:** Maintain equipment, storage, food preparation, and serving areas in a sanitary condition to comply with health standards.
- **Staff Management:** Manage and support Child Nutrition staff, student workers, and volunteers to ensure efficient operations and safe work practices.
- **Monitoring and Maintenance:** Oversee kitchen and cafeteria areas to maintain a safe and sanitary environment. Report equipment malfunctions to maintain safe operation.
- **Documentation:** Prepare documentation, such as inventory and supply lists, equipment logs, and other records, to provide written support and information.
- **Professional Development:** Participate in unit meetings, in-service training, and workshops to convey and gather information for job performance.
- **Food Preparation:** Prepare food and beverage items to meet nutritional and meal requirements. Evaluate food preparation for flavor, appearance, and portion size.
- **Support Functions:** Perform functions of other nutritional services positions as needed to ensure adequate staff coverage.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Adherence to safety practices.
- Planning and managing projects.
- Proficiency in operating standard office and commercial kitchen equipment.
- Using pertinent software applications.

#### Knowledge

- Basic math, including fractions, percentages, and ratios.
- Safety practices and procedures.
- Food preparation and handling.
- Sanitation practices.

**Abilities**

- Schedule activities and manage time effectively.
- Work flexibly with diverse individuals and handle interruptions.
- Set priorities and work as part of a team.
- Communicate effectively with diverse groups.

**Responsibility**

Work under direct supervision using standardized routines. Direct other persons within a small work unit. Track budget expenditures. Utilize resources from other work units as needed.

**Work Environment**

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 10% sitting, 40% walking, and 50% standing. Exposure to temperature extremes and some risk of injury or illness.

**Experience**

Job-related experience with increasing levels of responsibility required

**Education**

High school diploma or equivalent

**Required Testing**

Post Offer Physical Exam

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non-Exempt

**Salary Grade**

SM