Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Manager-Special Programs**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN47H**
Prepared/Revised Date:	**April 2, 2026**	Job Code:	**60737**

SUMMARY: Responsible for providing quality, efficiency, and cost-effective management of a special program kitchen. Perform and oversee all aspects of food preparation and meals service, including planning, production, service, and cleanup. Maintain and review all kitchen financial records and reports. Comply with Health Department standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Operate efficiently and independently in a one-person kitchen environment. Must be cross trained in all kitchen stations (main dish cooking, cold prep, salad bar, point of sale, dishwashing, and sanitation). Prepare and serve high quality menu items, act as cashier, and clean kitchen. Monitor, participate, and assure compliance with Health Department standards, all safety procedures, department policies and procedures and all applicable state and federal regulations. Ensure meals are served according to planned menus and comply with meal pattern requirements per state, federal and department guidelines.
2. Maintain and ensure complete and accurate daily production records, including required daily reports and system entries. Maintain inventory of supplies, such as ordering, receiving, storage, and rotation of stock. Monitor and control food quality, food costs and food waste.
3. Assist with all Child Nutrition (CN) department program meal preparation and service of meals by cooking, pre-portioning, and setting up serving lines, condiment stands, and fruit/vegetable bars. Work with customers, staff, building, and CN department to increase meal participation. Ensure all department purchased food and products are served, used, and disposed of according to department guidelines. Ensure all district guidelines and policies are followed when using district owned kitchen equipment and cooking facilities. Clean kitchen equipment, utensils, work areas, tables, floors, and appliances, and empty kitchen trash and recycling containers.
4. Communicate, coordinate and resolve issues with principal, school staff, parents, and supervisors. Ensure kitchen staff provide exceptional customer service and communication to students, staff, and community. Verify meals meet established presentation and quality standards. Display accurate and quality signage, marketing, and food presentation of all meals. Check and respond to department email daily.

5. Provide positive leadership and documented orientation and on-the-job training for kitchen personnel. May supervise, direct, monitor and assist kitchen team. Follow assigned staffing and ensure kitchen staff comply with scheduled hours. Demonstrate positive leadership when collaborating with others and represent the department and district in a professional and respectful manner. May assist with the hiring of CN staff, provide feedback to staff on performance and performance evaluations for CN Team Members. May require operation of district vehicles for food transportation.
6. Maintain, ensure, and review all kitchen financial records, including deposits. Review financial reports, inventories and other associated records. Verify all meal counts, deposits, and change funds are accurate and completed daily. Check and respond to email daily.
7. Attend all required departmental training and follow, educate, and ensure district department directives are complied with for all kitchen staff.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D
- Two years of experience in institutional food service operations or a related field - Supervisory experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Larimer County Food Safety Training required after hire
- ServSafe Certified annually

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Ability to count money and make change
- Basic reading, writing, and math skills
- Ability to communicate positively with customers, staff, parents, supervisors, and community members
- Ability to work as a team
- Ability to follow oral and written instructions
- Interpersonal relations skills
- Customer service skills
- Strong organization and time management skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge and skills in food preparation, service, and efficiency
- Ability to effectively train employees in various food service skills
- Ability to work various shift times, including early mornings
- Ability to self-manage a one-person kitchen
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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:

- Basic operating knowledge of and experience with personal computers and peripherals
- Ability to use a calculator and learn the point of sale accounting system
- Basic operating knowledge of and experience with all kitchen equipment on site including oven, steamer, dishwasher, etc.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for assisting with interviewing, hiring and training CN employees; assisting with planning, assigning and directing work; assisting with appraising performance and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 feed				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	