



For the future of every student

CLASS TITLE: CHILD NUTRITION MANAGER-SECONDARY

BASIC FUNCTION:

Under the direction of the Assistant Director-Food and Nutrition Services, oversee food service operations and activities at an assigned secondary school site; coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee food service operations and activities at an assigned secondary school site; establish and maintain school site food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.

Coordinate activities to assure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies as needed; receive, inspect and verify delivery of food and supplies.

Monitor activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, personnel, requisitions, purchases, transfers, inventory, food temperatures and assigned activities.

Oversee various catering activities; prepare invoices for catered functions; receive, process and coordinate catering requests.

Communicate with staff, students, parents and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer with administrators and personnel regarding cafeteria needs, conditions and menu changes.

Operate standard office equipment including a computer and assigned software; utilize various food service equipment.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct employee training sessions.

Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily meal count reports.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of food service operations and activities.

Methods of preparing, cooking and serving foods in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Food service quality, portion control and appearance standards related to food items.

Proper methods of storing equipment, materials and supplies.

Applicable laws, codes, regulations, policies and procedures.

Sanitation and safety practices related to preparing, handling, cooking and serving food.

Standard kitchen equipment, utensils and measurements.

Principles and practices of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Health and safety regulations.

Record-keeping and report preparation techniques.

ABILITY TO:

Oversee food service operations and activities at an assigned secondary school site.

Coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities.

Train and provide work direction to assigned staff.

Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Communicate effectively both orally and in writing.

Follow and assure compliance with health and sanitation requirements.

Estimate food quantities and requisition proper amounts for economical food service.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of records and reports.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and four years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes and one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certificate.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.