

**TITLE** **School Nutrition Manager**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
  2. An initial physical examination,
  3. At least one (1) year of food service experience is recommended, and
  4. Meets health and physical requirements throughout the employment period.

**SUMMARY** Manages an individual school nutrition operation in an organized and efficient manner by directing the activities of cafeteria workers, while also meeting federal, state and local requirements.

**JOB GOAL** To ensure the smooth operation of the school nutrition program; the production of high-quality nutritious meals; and to maintain a fiscally stable cafeteria.

**DIRECT SUPERVISION** Director - School Nutrition (system-wide)

**ESSENTIAL FUNCTIONS**

1. Plan, implement, maintain and supervise the operation of an assigned school cafeteria for preparation and service of meals and other foods using established procedures;
2. Estimate food preparation amounts and adjust recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items;
3. Evaluate prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to dietary guidelines;
4. Prepare production reports; ensure that staff follows standardized recipes and proper food production procedures; ensure that sufficient quantities of food are available for customers; obtain and record amount of food items prepared, served and discarded each day;
5. Discuss and provide input to the Director - School Nutrition in regard to the following personnel issues:
  - Initial employment of substitutes, part-time, and full-time employees;
  - Applicable training of staff;
  - Resolution to employment issue(s), including disciplinary action if, and when, needed; and
  - Recommendation for continued employment of personnel.
6. Follow and ensure adherence to established school, local, state and federal regulations and requirements as well as sanitation, food production and nutritional guidelines. Establish and ensure adherence to procedures and standards, which are in agreement with these regulations, requirements and guidelines.
7. Ensure procedures are followed by all personnel to ensure safe food preparation and service of all menu and ala carte items;
8. Inspect food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements;
9. Maintain the cleanliness and organization of food production and storage areas; conduct monthly physical inventory of food and supplies;
10. Maintain equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards;

11. Serve meals on time; provide quick, pleasant service to customers; work with principal to provide a pleasant eating environment;
12. Complete and submit correct required reports; submit accurate invoices, inventories, market orders, participation records and other reports on time;
13. Orient new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities;
14. Participate in unit meetings, in-service training, etc. for the purpose of conveying and/or gathering information required to perform job functions;
15. Perform functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations;
16. Reconcile transactions (e.g. meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures and make daily bank deposits;
17. Respond to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices;
18. Schedule work hours and assignments for school nutrition workers for the purpose of ensuring adequate coverage for daily operations;
19. Attend manager meetings and training sessions for school nutrition employees;
20. Supervise food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements; and
21. Perform related duties as assigned by the Director - School Nutrition.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are typically performed in areas related to a school cafeteria and accompanying kitchen. Work is typically performed walking or standing.

Physical stamina is required to tolerate continuous standing, stooping, reaching, grasping, kneeling, walking, bending and lifting of objects weighing up to approximately 50 pounds is required.

The ability to withstand temperature variances common to food service facilities is required.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

School Nutrition Managers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to handle complaints, express a service-oriented attitude, communicate effectively with others, and work with limited supervision is vital.

## **SAFETY/HEALTH STANDARDS**

The following safety/health standards apply in regard to dress and grooming of school nutrition employees:

1. Clean, neat, stain-free, wrinkle-free clothes are required. Slacks need to be khaki, gray, black or navy. Blue denim jeans may be worn on Fridays only or on other special occasions when all school employees are wearing blue jeans. All slacks and jeans must be loose fitting. Capri pants are acceptable if below the knee. Stretch pants are not appropriate and cannot be worn, nor can stirrups, jogging pants, sweat pants, slick pants, or shorts.
2. Scarves, ties, etc., present real safety concerns and hazards; these items may not be worn.
3. Slip-resistant shoes are preferred. Shoes with a closed toe must be worn.
4. Aprons approved by the Director – School Nutrition may be worn.
5. Employees may participate in special dress days as designated by Director - School Nutrition, as long as safety is not jeopardized.
6. Body piercing is not allowed, except for studs or small (1/2 inch or less) hoop earrings. Tattoos must be covered when possible.
7. Employees may not have false/fake nails or wear their fingernails beyond the tip of the finger. No fingernail polish (including clear polish) is allowed.
8. Employees cannot wear jewelry (necklace, bracelet, watch, etc.) except for a plain wedding band. When hands with rings are in contact with ready-to-eat food, gloves must be worn.
9. Hair must be clean, neat and well-maintained. Proper hair restraints must be used. Hairspray is an acceptable restraint. USE PLENTY. Long hair must be up and pulled away from the face.

## **EMPLOYEE HEALTH CODE**

A physical must be completed by a licensed physician for all new employees (with exception of substitutes) within ten (10) days of the first paycheck; the provided physical form must be used.

All school nutrition employees are encouraged to take the Hepatitis B vaccine which is provided by the school system at no charge to the employee.

***Food Service Establishment Rules 1200-23-1-.02 (7) (a) and (b)*** states – No employee, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, an infected wound, or an acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person's contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.

Employees must report to their manager when they are experiencing certain symptoms of illness or disease. When deemed necessary, and in accordance with the above rules, the School Nutrition Manager (after first notifying the Director - School Nutrition) can require an employee to submit a doctor's

statement affirming that said employee is free of communicable disease or illness. The employee will not be allowed to return to work until the appropriate doctor's statement is received.

Additionally, a doctor's notice is also required after an employee is absent for three (3) consecutive work days.

All doctors' statements must be immediately forwarded to the Supervisor – Human Resources, and then be placed in the employee's health file.

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
4. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
5. *Attendance*: A regular and dependable level of attendance is an essential function for this position.

## **WORK CONDITIONS**

May experience some discomfort due to exposure to noise and temperature and as a result of standing for periods of time on inadequate floor material.

Managers' hours are generally from 6:00 a.m. through 2:30 p.m. on the student school days. Expected to work a minimum of 180 days as designated by the Director - School Nutrition.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

## **EVALUATION**

Performance on this job will be evaluated in accordance with administrative regulations on evaluation of personnel.