

13. Participate in meetings, workshops and seminars (e.g. state training, food service equipment seminars, food vendor conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions;
14. Promote public interest in and understand of the school food services program for the purpose of improving relations with students, principals, teachers, parents and others on resolving issues and/or concerns;
15. 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;
16. Perform personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget;
17. Supervise department functions including hiring/termination recommendations, planning/scheduling/ coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner;
18. Recommend new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force;
19. Present information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls;
20. Research a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining system wide services; and
21. Perform other duties as deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

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. Must complete tasks in a timely manner with attention to details and accuracy.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity, understanding the importance of collaborating with all stake holders – must be organized and efficient in work habits.
3. Adaptability to dealing with people beyond giving and receiving instruction – must be able to train, motivate, lead, and supervise others. Must be able to work effectively and cooperatively with all stake holders.
4. Adaptability to making decisions after considering all related facts and evaluating managers as well as workers.
5. Technologically literate in Microsoft Office Products including Word, Excel, PowerPoint, Outlook email and a computerized POS system;
6. Knowledgeable and enthusiastic about child nutrition services – must be an advocate for children as related to food service.
7. Strong leadership qualities and communication skills.
8. Ability to meet the public well – maintaining a professional manner.

9. Good organizational skills.
10. Demonstrate the ability to implement innovative ideas.
11. Enthusiasm with accompanying positive attitude.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform 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. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

EMPLOYEE HEALTH CODE

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 School Nutrition Supervisor) can require an employee to submit a doctor's statement affirming that said employee is free of communicable disease or illness. The doctor's statement must be immediately forwarded to the School Nutrition Supervisor, and then be placed in the employee's health file. The employee will not be allowed to return to work until the appropriate doctor's statement is received.

WORK CONDITIONS

Normal working office and typical school kitchen and dining area.

Terms of Employment is created for eight hours a day and a maximum of 262 days. Abnormal work hours may be required.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 am and continues through the following Saturday at 11:59 pm).

Reports directly to the Supervisor – Human Resources.

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.