

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.

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 School Nutrition Supervisor (system-wide)

ESSENTIAL FUNCTIONS

1. Plans, implements, maintains and supervises the operation of an assigned school cafeteria for preparation and service of meals and other foods using established procedures;
2. Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items;
3. Evaluates 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. Prepares production reports; ensures that staff follows standardized recipes and proper food production procedures; ensures that sufficient quantities of food are available for customers; obtains and records amount of food items prepared, served and discarded each day;
5. Discusses and provides input to the School Nutrition Supervisor 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; as well as
 - Recommendation for continued employment of personnel.
6. Follows and ensures adherence to established school, local, state and federal regulations and requirements as well as sanitation, food production and nutritional guidelines. Establishes and ensures adherence to procedures and standards which are in agreement with these regulations, requirements and guidelines.
7. Ensures procedures are followed by all personnel to ensure safe food preparation and service of all menu and ala carte items;
8. Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements;
9. Maintains the cleanliness and organization of food production and storage areas; conducts monthly physical inventory of food and supplies;
10. Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards;

11. Serves meals on time; provides quick, pleasant service to customers; works with principal to provide a pleasant eating environment;
12. Completes and submits correct required reports; submits accurate invoices, inventories, market orders, participation records and other reports on time;
13. Orients new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities;
14. Participates in unit meetings, in-service training, etc. for the purpose of conveying and/or gathering information required to perform job functions;
15. Performs functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations;
16. Reconciles 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. Responds 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. Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations;
19. Attends manager meetings and training sessions for school nutrition employees;
20. Supervises 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. Performs related duties as assigned by the School Nutrition Supervisor.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crouching
4. Reaching
5. Talking
6. Hearing
7. Seeing

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 for

elementary schools only. 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 manager may be worn.
5. Employees may participate in special dress days as designated by School Nutrition Supervisor, as long as safety is not jeopardized.
6. Body piercing is not allowed, except for 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 wedding band.
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 within ten (10) days of the first pay check; 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 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.

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.

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.

Hours of hours may be atypical but generally expected to be at the work site from 6:30 am through 2:20 pm on the student school days. Expected to work a maximum of 182 days as designated by the School Nutrition Supervisor.

Deemed to be EXEMPT from the requirements of the *Fair Labor Standards Act*.

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.