

SCHOOL NUTRITION MANAGER

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Responsible for the daily operations of the school site's school nutrition program in accordance with USDA guidelines, safety and sanitation regulations, school policies and standard operating procedures. The manager will be responsible for; the supervising of staff, food production, financial accountability and customer service.

ESSENTIAL FUNCTIONS AND TYPICAL DAILY TASKS:

To serve students and staff a quality meal in a pleasant, inviting atmosphere.

(The following tasks are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform operations with minimal daily supervision.
- Manage program in accordance with state and federal law and local requirements.
- Supervisor daily production; ensure quality, nutritional integrity, and quantity of food prepared.
- Assume responsibilities for ordering, receiving, storing, handling, preparing and serving of food according to established standards.
- Assure sanitation and safety practices in all phases of the school nutrition operation according to operating standards and the Virginia Department of Health Code.
- Maintain accurate school nutrition paperwork to include; food and equipment inventories, food production records, food orders, daily reports, bank deposit receipts, weekly delivery reports, petty cash.
- Meet all deadlines for daily, weekly, monthly, and annual paperwork.
- Plan schedules and work assignments.
- Train, supervise, and evaluate employees according to goals and established standards.
- Plan, execute, and document regularly scheduled site promotions.
- Assure good customer service.
- Establish and supervise cleaning and sanitizing of equipment and work services.
- Engage staff in planning and activities related to the program.
- Operate a computer for daily point of sale operations, email, to place orders, and other basic tasks.
- Attend manager meetings, nutrition workshops, and miscellaneous training.
- Establish site goals and develop plan to meet goals.
- Complete accident reports, evaluate incidences, and plan corrective action.
- Place maintenance work orders.
- Execute emergency feeding plan as deemed necessary.
- Maintain regular communication and cooperative working relationship with principal and other school administration.
- Manage student accounts with negative balances.
- Participate in school activities deemed appropriate by the supervisor.
- Meet USDA requirement for annual continuing education credits.
- Participate in state and federal school site reviews.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess a thorough knowledge of; quantity food preparation, the use of commercial cooking equipment, nutrition and USDA meal pattern food contributions. Must have the ability to; establish and follow detailed work processes, meet deadlines and schedules, foster effective working relationships. Must possess leadership qualities.

EDUCATION AND EXPERIENCE:

Any education equivalent to graduation from high school, experience in quantity food production and supervising food preparation. Must hold current ServSafe certification. Experience in school nutrition preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; ability to understand oral and written directions; ability to process intermediate math issues; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of equipment, determining the accuracy and thoroughness of work,

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions.

SPECIAL REQUIREMENTS:

None.