

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Nutrition Service Manager-MS (Q15)	Job Family: 9
Department: Middle schools	Lane Placement: 6
Supervisor's Title: School Principal	Contract: 180 days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: <u><i>Jana G</i></u>	Date: <u>12-14-17</u>
ADA Review: <u><i>Janelle Mastek</i></u>	Date: <u>12-18-17</u>
Human Resources Approval: <u><i>Burt Boy</i></u>	Date: <u>12-18-17</u>
Superintendent Approval: <u><i>R Johnson</i></u>	Date: <u>12-18-17</u>
Original date: <u>05/83</u> Revised: <u>10/97</u> Revised: <u>10/10</u> Revised: <u>12/14</u> Revised: <u>12/17</u>	

GENERAL FUNCTION

Under the supervision of the school Principal, with support from the nutrition coordinators, the **Nutrition Service Manager-MS** supervises nutrition service workers as they prepare, cook, and serve meals to students in a middle school setting. Incumbent is responsible for the preparation of nutritious and safe meals. Also responsible for the care and proper functioning of lunchroom facilities, equipment and supplies, and oversees and ensures proper clean up.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Oversee meal preparation and serving for breakfast (if applicable), snacks and lunches daily while maintaining food and supply costs within established budget. Understand special student diet requirements and oversee preparation of special student meals.
- Ensure standardized recipes and menus are followed and consistently produce required results for breads, desserts, main dishes and ala carte items.
- Oversee food and supply ordering, inventory and storage in a safe and efficient manner. Run required software for production records and inventory control.
- Maintain effective communication with students, parents, vendors, school administrators and district administrators. Market cafeteria to students and parents and provide exceptional customer service. Maintain student, faculty and patron confidentiality.
- Train and oversee approximately 5-12 hourly and 4-7 full-time kitchen staff members in all areas of food preparation, safety and sanitation. Arrange for substitutes as needed.
- Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System if directed by the principal.
- Oversee daily work of the meal clerk to ensure all financial processes and proper accounting procedures for all monies are followed.
- Ensure district uniform guidelines are followed for uniforms, shoes, hairnets. Employee is required to wear department provided uniforms including non-slip shoes and aprons.
- Monitor payroll, TrueTime and timesheets of all staff to ensure accuracy and to meet staffing pattern requirements.
- May assist in interviewing nutrition employees as assigned by the principal.
- Maintain a safe and clean kitchen environment. Maintain ServSafe standards for food safety. Ensure all equipment is properly maintained, sanitized and in working order.
- Understand and follow regulations from USDA, federal and local governments for NSLP and NSBP; maintain required paperwork for three years plus current year.
- Complete all department required training and follow department safety guidelines.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Provide catering services per administrator requests.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires three years of successful related work experience in a food service environment. Associate's degree or equivalent in related course of study preferred.
- Requires a minimum of one year of supervisory experience. Prior K-12 nutrition manager experience or completion of JSD sub manager training required.
- Requires strong interpersonal skills with the ability to engage cooperation with staff.
- Requires current ServSafe Certification per SLVHD requirements (three year renewal) with the ability to follow all ServSafe requirements. School Nutrition Association certification or National School Lunch experience preferred.
- Ability to maintain a positive demeanor in stressful situations and work under pressure to consistently meet tight deadlines.
- Knowledge of JSD employment policies and ability to find online procedures.
- Requires basic computer skills, i.e. Word, Excel, E-mail. Competence in reading, writing, and basic math. Knowledge of basic accounting and money handling procedures.
- Knowledge of District catering program, pricing, presentation and ability to follow simple district marketing plans.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Kitchen equipment (e.g. ovens, steamers, kettle pots, fryers, proofers, stove/ovens, dishwashers, refrigerators, freezers, slicers, processors, milk coolers, utensils, etc.).
- Standard office machines (e.g. computer and calculator).

Physical Requirements – Not limited to the following:

- Requires occasional lifting from floor to waist up to 60 pounds; lifting floor to shoulder up to 42 pounds; lifting overhead up to 15 pounds; lifting awkward items up to 49 pounds; carrying up to 40 pounds; single bucket carry up to 52 pounds; and pushing/pulling product on a cart.
- Requires constant standing and/or walking. Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires occasional talking and hearing, including oral communication with students, coworkers and manager.
- Requires frequent Near Visual Acuity to safely operate equipment and occasional Color Vision to monitor freshness and doneness of food during prep and serving.
- Requires frequent tasting and smelling of food produced.
- Requires frequent repetitive gripping/pinching/handling and manual dexterity.
- Must endure high heat and potentially dangerous equipment.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.