

Madera Unified School District Classified Job Description

Child Nutrition Manager

Purpose Statement

The job of Child Nutrition Manager was established for the purpose/s of providing support to the food service activities at a large High School or Central Kitchen location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Child Nutrition Supervisor or Child Nutrition Specialist.

Essential Functions

- Plan, organize and oversee the food service operations at an assigned High school/Central kitchen, oversee the preparation to meet the needs of students and staff, serving, packaging and storage of food in accordance with established guidelines and procedures; enter food orders into Food Service Inventory software.
- Provide timely quality service in the serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with serving size requirements.
- Prioritize, schedule, and oversee work of assigned personnel; train, report discipline needs, provide input for evaluation of assigned staff.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the food service operation to provide a safe, clean, and orderly learning and working environment; ensure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of accurate and timely reports and records (as needed) including inventory, requisitions, daily reports, menu planning, production sheets; record meal counts from transport records.
- Collaborate with CN Operations Supervisor regarding cafeteria needs, conditions, and menu changes; maintain high quality food standards related to taste, appearance and good nutrition; maintain Federal and state standards.
- Estimate and requisition meal/food quantities, and supplies needed; receive, inspect, verify and accept delivery of meal/food and supplies; utilize proper methods of storing foods.
- Operate a variety of equipment and machines used in a school cafeteria/ central kitchen.
- Ensure accuracy of daily reports of meals served.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: Adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE OF: Operations of a school cafeteria/central kitchen; methods and procedures related to the operations of a school cafeteria/central kitchen; operation of computer terminal and point of sale terminal; principles and methods of quantity food service preparation serving and storage; standard kitchen equipment, utensils and measurements; methods of computing food quantities required by weekly or monthly menus; sanitation and safety practices related to transporting and serving food; principles of nutrition; accurate record keeping techniques; principles and practices of training and providing work direction; food services software and accountability program; interpersonal skills using tact, patience and courtesy; correct English usage, grammar spelling, punctuations and vocabulary; District organization, operations, policies, objectives and goals.

ABILITY TO: Plan, organize and oversee food service operations at an assigned location; estimate food quantities and requisition proper amounts for economical food service; operate standard cafeteria equipment and appliances; prepare nutritious and appetizing food in quantity as necessary to meet the needs of students and staff; maintain and prepare, complete accurate and timely records; add, subtract, multiply and divide quickly and accurately; communicate, understand and follow both oral and written directions effectively; work independently with little direction and many interruptions; establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people; plan and organize work to meet schedules and time-lines; train, contribute to evaluations, monitor district expectations are being met and regularly support professional growth; accurately account for cash transactions; learn new or updated computer systems/ programs or skills to apply to current work; communicate effectively both orally and in writing; operate food services software and accountability program; inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items; communicate using patience and courtesy in a manner that reflects positively on the organization; learn District organization, operations, policies, objectives and goals; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; follow oral instructions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a work unit. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Experience Three and one half years of experience in quantity food cooking, baking and preparation. Some experience in delegating or supervision of employees preferred

Education High school diploma or equivalent

Possession of, or ability and qualifications to obtain the Food Safety Certificate listed below within 12 month of appointment and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

Valid CDL
Food Safety Certificate

Continuing Educ./Training

Maintain as needed
Menu Planning, Safety & Sanitation Classes

Clearances

DOJ/FBI Background
TB Clearance
Physical Demands(D)

FLSA Status

Non-Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 25