

Durham Public Schools

Job Description

School Nutrition Services

School Nutrition Manager

JOB TITLE: School Nutrition Manager

REPORTS TO: School Nutrition Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Classified, Exempt

SUMMARY:

Carry out established procedures and philosophies of the School Nutrition Program while ensuring compliance with federal regulations and local policies. Directs and trains staff. Orders products necessary to ensure compliance with SMI standards and supervises the food preparation and service. Maintain standards for health, sanitation and safety of food products and staff. Maintains a collaborative partnership internally and externally to ensure excellent customer service.

RESPONSIBILITIES & DUTIES:

1. Supervises food production and service to ensure nutritionally adequate meals meet federal regulations while following the planned menus with occasional approved substitutions.
2. Observes food preparation and line service to assure quality and proper presentation of food.
3. Maintains required records, reports, and inventories in compliance with local, state and federal regulations in adherence with established standards.
4. Establishes and maintains good internal fiscal control and accountability.
5. Uses proper cash handling procedures. Makes daily deposits of funds.
6. Provides on-the-job training in equipment use and care, quality food production and state sanitation regulations.
7. Schedules personnel, evaluates individual performance, recommends counseling of employees, and conducts staff meetings at school level.
8. Requisitions foods and supplies as needed, checks the cost and quality of items received, and ensures proper storage.
9. Properly uses and cares for all equipment. Requests repairs and replacement of equipment as needed.
10. Follows safety and sanitation procedures.
11. Complies with policies and procedures.
12. Assumes any responsibilities as designated by the Child Nutrition Supervisor or Executive Director.
13. Attends scheduled meetings and trainings.
14. Develops and maintains cleaning and work schedules.
15. Applies prescribed quality standards and quantity controls.
16. Rotates stock and Inventories items according to established system.
17. Maintains a safe and sanitary conditions and implements needed corrections.
18. Oversees use of facility by other groups through Facility Rentals.
19. Maintains time sheets and leave records.
20. Conducts staff meetings.
21. Enforces dress/personal hygiene codes.
22. Promotes public relations while providing excellent customer service. Responds to customer concerns.
23. Provides information on food service program to students, parents, and school staff.

24. Communicates positively with school staff, students, parents, vendors, and visitors, as well as School Nutrition employees.
25. Assists in the planning and production of special functions involving the School Nutrition Program.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma and two years experience in commercial or institutional food service, preferably in a school setting, or an equivalent combination of education and experience. ServSafe® Certification required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of food preparation and standards of sanitation and safety.
2. Working knowledge of basic arithmetic.
3. Skill in the use of food preparation equipment.
4. Ability to develop schedules for the use of personnel and material resources.
5. Ability to train personnel in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
6. Ability to coordinate various activities in the preparation and serving process.
7. Ability to inventory and record information accurately.
8. Ability to comprehend and apply written and verbal guidelines and directions, and explain these to others.
9. Ability to establish and maintain positive working relationships.

RESOURCE REQUIREMENTS:

- | | |
|---|--|
| <input type="checkbox"/> Laptop | <input checked="" type="checkbox"/> Desktop computer (may be docking station with laptop) |
| <input checked="" type="checkbox"/> e-mail address | <input checked="" type="checkbox"/> Outlook <input type="checkbox"/> VPN |
| <input type="checkbox"/> Cellphone | <input type="checkbox"/> Pager <input type="checkbox"/> Two-way radio |
| <input type="checkbox"/> iPad | |
| <input checked="" type="checkbox"/> Office phone | <input type="checkbox"/> 10 digit telephone number <input checked="" type="checkbox"/> 5 digit extension |
| <input checked="" type="checkbox"/> Printer | |
| <input type="checkbox"/> Fax | |
| <input type="checkbox"/> District vehicle | |
| <input checked="" type="checkbox"/> Software (Microsoft Office, Adobe) | |
| <input checked="" type="checkbox"/> AS400 | |
| <input type="checkbox"/> SharePoint | <input type="checkbox"/> Audio recording device |
| <input checked="" type="checkbox"/> Web site access | |
| <input checked="" type="checkbox"/> Building access key/code (for necessary building access during non-traditional hours) | |

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

DISCLAIMER: (do not change – this is standard for each position)

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work)

Signature

Date