



**Job Title:** Student Nutrition - Production Manager

**Pay Grade:** Auxiliary - 4

**Reports to:** Supervisor/Manager

**Revised:** 1/25/2024

**Dept./School:** District Wide

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**Primary Purpose:**

Assist the Student Nutrition Manager with the supervision, training, and managing of the campus Student Nutrition daily operation. Ensure that appropriate quantities of food are prepared and served in conjunction with established Student Nutrition guidelines. Meet time constraints set by menu requirements established by Student Nutrition administration. Input production record data daily and meet all state and local health codes and sanitation procedures.

**Qualifications:**

**Education/Certification:**

- High school diploma or GED
- School Nutrition Service or Restaurant Management is desirable.
- Texas Certified Food Safety Manager or becoming certified within (3) three months of hire.

**Special Knowledge/Skills:**

- Ability to effectively communicate professionally, both written and verbal.
- Knowledge of methods, materials, equipment, and appliances used in food preparation.
- Knowledge of HACCP, USDA federal, state and local food safety and sanitation guidelines.
- Knows how to operate and maintain various pieces of kitchen equipment.
- Numeric ability understanding financial management and accurate inventory methods.
- Ability to effectively manage personnel.
- Microsoft Office Suite software knowledge, concentrating on Word and Excel.
- Ability to have a work schedule from 6:00 AM – 2:00 PM, Monday thru Friday.
- Excellent organizational skills and attention to detail required.

**Experience:**

- Two years' experience in institutional food service operations.
- Must demonstrate prior successful Managerial experience.

**Major Responsibilities and Duties:**

**Student Nutrition Management**

- Produce, forecast production records in conjunction with the Student Nutrition schedule.
- Assist the SN Manager in the direct daily activities in kitchen.
- Assume the full Managerial responsibilities of the SN kitchen in the absence of the SN Manager.
- Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
- Work in conjunction with the SN Manager in cooperation with the campus principal to accommodate temporary schedule changes and special serving requirements.
- Support the SN Manager and assist with staff training development promoting efficiency, Policy, Reports, and Law
- Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
- Maintain accurate reports of daily and monthly financial, production, and activity records (Managers Day Book).
- Maintain and submit accurate information for payroll reporting.
- Assist the SN Manager in maintaining personnel documentation and records.

**Safety and Environmental Health**

- Ensure that food items are stored in safe and hazard-free environment.
- Ability to maintain an environment conducive to protecting the health and wellbeing of customers through high levels of food safety, sanitation standards and facility safety.
- Clean and sanitize work area and equipment utilizing USDA, federal, state and local sanitary guidelines and appropriate chemical use.
- Maintain a safe work environment.

**Inventory and Equipment**

- Maintains an effective and accurate inventory at each event adhering to the FIFO method of inventory control.
- Assists the SN Manager in conducting a weekly physical inventory of all food and non-food products and effectively controls the level of inventory required for operations.
- Maintain logs on all equipment maintenance required.
- Assists the SN Manager in the evaluation and recommendation of the replacement of existing equipment to meet department needs.
- Conduct an annual physical small equipment and supply inventory.

**Supervisory Responsibilities:**

- Train substitutes and newly assigned Specialists.
- Assists the SN Manager in the evaluation and recommendation of placement of Student Nutrition personnel to the Director of Student Nutrition.
- Conduct annual performance evaluations in conjunction with the Student Nutrition Supervisor and Manager on Head Cooks and Specialist assigned to your campus.

**Misc. Information:**

**Equipment Used:**

- Large and small kitchen equipment to include, but no limited to, convection ovens, convection pressure steamers, Tilt Skillet, Hot Water Dispenser, sharp cutting tools, dishwasher, food and utility cart, computer.

**Working Conditions:**

**Mental Conditions/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

**Other:**

- Maintains complete confidentiality.
- Performs all other duties as may be assigned by the Director of Student Nutrition or designee.

**Wage/Hour Status: Hourly**

**Pay Grade: Auxiliary - 4**

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

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