



Job Title: Student Nutrition Manager, Floater

Wage/Hour Status: Non-Exempt

Reports To: Director of Student Nutrition

Pay Grade: Auxiliary - 3

Dept./School: Student Nutrition Department

Revised: May 2016

Primary Purpose:

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices. Manage any satellite Student Nutrition kitchen operation in the absence of the Student Nutrition Manager or perform as a Student Nutrition Specialist or Head Cook to fill an absence, vacancy or assist with a special program as determined and assigned by the Director of Student Nutrition or designee. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements, insure that service times are met and adhere to all health and sanitation codes.

Qualifications:

Education/Certification:

- High school diploma or GED
- Food manager certification

Special Knowledge/Skills:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Ability to manage personnel
- Effective planning and organizational skills

Experience:

- Three years of experience in institutional food service operations

Major Responsibilities and Duties:

- Produce and maintain work schedules and production records.
- Direct daily activities in kitchen.
- Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
- Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.
- Work with the existing Manager, Production Manager or Specialist in identified areas of training as defined by the Director of Student Nutrition and or Student Nutrition Supervisor.
- Manage any satellite Student Nutrition kitchen operation in the absence of the Student Nutrition Manager or perform as a Student Nutrition Specialist or Head Cook to fill an absence, vacancy or assist with a special program.



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.
- Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Safety

- Ensure that food items are stored in safe and hazard-free environment.
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- Maintain safe work environment.

Inventory and Equipment

- Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
- Perform preventive maintenance and report needed equipment repairs.
- Conduct physical equipment and supplies inventory as required.

Equipment Used:

Large and small kitchen equipment to include, but is not limited to a mixer, pressure steamer, sharp cutting tools, oven(s), dishwasher, and food and utility cart.

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.

Wage/Hour Status: Hourly

Pay Grade: Auxiliary - 3

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____