



Anamosa Community School District

Job Title: Nutrition Services Manager

Reports to: Nutrition Services Director

Supervises: Cooks & Cook/Kitchen Helpers

Status:	<u> X </u>	Full Time	<u> </u>	Part Time
	<u> X </u>	Hourly	<u> </u>	Salary
	<u> </u>	Exempt	<u> X </u>	Non-Exempt

DATE REVISED: November 2020

EXECUTIVE SUMMARY:

To successfully guide nutrition staff in the preparation and serving of attractive and nutritious meals to students and staff in a friendly but efficient manner within a healthy atmosphere.

ESSENTIAL FUNCTIONS:

- Determines and gives cooks amounts of food needed to prepare for each day;
- Trains new cooks and/or substitutes in their job responsibilities;
- Prepares list of all food and supplies needed on a weekly basis for the kitchen and submits it to Nutrition Service Director, taking into consideration current inventory;
- Checks in all food and supply orders for the building and notifies Nutrition Services Director of any shortages or problems with quality of food;
- Records amount of food prepared and makes sure quantities of each item are served correctly;
- On a rotating basis with one cook, operates the accuscan machine at lunch time;
- Makes sure all lunches meet state guideline requirements as the students pass through the line;
- Guide and discipline employees as needed. Keep Nutrition Services Director informed on these issues and seek their guidance or help when needed;
- Follow all health regulations and be prepared for an inspection at all times;
- Sends all invoices and time cards over to the Nutrition Services Director in a timely manner;
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Education and Licensure:

- High School Diploma or equivalent;
- ServSafe Certification or ability to obtain within 6 months of hire date.

Knowledge and Skills:

- 3 or more years experience in the food service industry;
- Ability to guide kitchen staff in completion of daily tasks while dealing with personnel issues that will arise;
- Ability to read and follow instructions;

- Good verbal communication skills;
- Understanding of proper food handling and sanitation procedures;

PHYSICAL REQUIREMENTS:

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing	X		
Balancing	X		
Stooping	X		
Kneeling	X		
Crouching	X		
Reaching			X
Standing			X
Walking		X	
Pushing		X	
Pulling		X	
Lifting up to 25 lbs		X	
Lifting up to 50 lbs	X		
Lifting up to 100 lbs	X		
Fingering - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm		X	
Grasping			X
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin			X
Talking		X	
Hearing		X	
Repetitive motions		X	
Visual - close visual acuity to perform visual inspection involving small defects, small parts, operations of machines, and reading measurement devices		X	

Working Conditions	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment			X
Outdoor environment	X		
Extreme temperatures		X	
Noise		X	
Vibration	X		
Subject to hazards, such as:			
- proximity to moving mechanical parts		X	

- Proximity to moving vehicles	X		
- Electrical current		X	
- Exposure to high heat			X
- Exposure to chemicals	X		
Exposure to atmospheric conditions, such as:			
- Fumes	X		
- Odors	X		
Subject to oils or other cutting agents	X		
Work in close quarters, crawl spaces, shafts, or other spaces that may cause claustrophobia	X		
Exposure to infectious disease	X		

TERMS OF EMPLOYMENT:

Salary, benefits, and work schedule as established by the Board.

EVALUATION:

Performance of this job is evaluated annually by the Director of Nutrition Services.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____