



JOB DESCRIPTION

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| TITLE: | SNP – NUTRITION MANAGER |
| REPORTS TO: | DIRECTOR OF SCHOOL NUTRITION PROGRAM |
| TERMS OF EMPLOYMENT: | 176 – 179 DAYS/YEAR |
| SALARY RANGE: CLASSIFIED SALARY SCHEDULE 8-E | \$20.88 - \$30.26 EMPLOYER/EMPLOYEE PAID \$17.56 - \$25.47 EMPLOYER PAID PERS |
| BENEFITS: | Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance No State Tax |
| FLSA STATUS | NON-EXEMPT |

SUMMARY OF POSITION

Performs moderately difficult work in the performance of food service work involving the overall management of food service operations within a school facility, including planning, organizing and preparing quality meals that are served in a safe, sanitary, nutritious, and appealing manner.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Supervise, coordinate, participate and assist others engaged in a variety of food preparation activities; supervise and assist in serving meals and facility clean-up; assign, direct, review and evaluate the work of assigned personnel and student workers; provide new and advancement training; establish operational priorities on a daily basis.
- ★ Promote student, staff, and parent satisfaction of the school meal programs by merchandising and serving meals in an attractive manner; encourage a customer service oriented environment.
- ★ Determine the kind and quantity of food and supplies required; prepare requisitions; receive and store food and supplies by established procedures; take perpetual and periodic inventory; maintain, as required, a USDA commodity food inventory separate from a non-government inventory; complete the weekly bread, dairy and produce orders in an appropriate and timely manner.
- ★ Maintain detailed and/or confidential records, such as food costs, number of meals served, cost per meal, employee attendance, time sheets, bills, invoices, logs, menu-planners, milk charts, student lunch eligibility, etc.
- ★ Submit all reports, invoices, etc. to the school nutrition program office in an appropriate and timely manner.
- ★ Count revenues with a second school nutrition program employee; assist with the completion of appropriate bank deposit slips.

- ★ Inspect facilities and equipment for general condition, cleanliness and possible need for repair; ensure food preparation, clean-up and storage is in accordance with federal, state and local sanitation and health codes and guidelines.
- ★ Encourage student, staff and community involvement in school nutrition program activities.

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned.

WORK CONTACTS

Frequent contact with students, staff and parents. The majority of contacts are in person.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of reading, writing and business math; knowledge of the cooking and food preparation techniques as applied to institutional school food preparation; knowledge of commonly encountered commercial kitchen equipment and utensils and their safe handling and operation; knowledge of proper food handling, cleaning and storage; knowledge of established USDA guidelines concerning nutritional requirements for school lunch programs; knowledge of modern principles and practices of supervision.

ABILITY TO

- ★ Plan and schedule food preparation activities and personnel for maximum effectiveness and efficiency.
- ★ Operate cooking and food preparation equipment.
- ★ Prepare food in accordance with applicable guidelines.
- ★ Follow detailed recipes and instructions.
- ★ Ensure proper food and holding temps comply with State requirements.
- ★ Supervise and train subordinates.
- ★ Establish and maintain a cooperative and positive relationship with others (parents, students and staff) contacted in the course of work.
- ★ Maintain accurate and detailed statistical and/or confidential records and documentation.
- ★ Understand and follow oral and written instructions.
- ★ Ability to lift, carry, push and pull objects up to 55 lbs.
- ★ Maintain regular attendance.

SUPERVISION RECEIVED

Work is performed under the direction of the Food Services Director. The employee is expected to exercise initiative and judgment in planning and organizing work, completing assignments, and handling routine and unusual problems. The Nutrition Manager will at least annually evaluate the Assistant Cook and Cashier/Helper's performance

SUPERVISION EXERCISED

Immediate to general supervision is exercised over a subordinate food services staff.

CONDITIONS OF WORK

Work involves lifting, bending, standing, pushing, and pulling.

SAFETY SENSITIVE:

YES NO

ACCEPTABLE EXPERIENCE AND TRAINING

Two (2) years experience in commercial or institutional food preparation and high school graduation or equivalent; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

LICENSES/CERTIFICATES

Possession of a Serv/Safe Manager Certificate issued upon completion of an authorized course taught by a certified instructor.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical kitchen setting and use standard kitchen equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.

- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____