



Assistant Manager, School Nutrition

Reports to: Manager, School Nutrition

Department: Food Service

Division: School-Based

Structure/Grade: Unified 108

Workdays: 185 Days

Position Summary

Ensure the provision of healthy meals that meet relevant nutritional standards, by managing meal preparation, and overseeing food service operations. Provide leadership and guidance to a team, handle inventory and financial transactions, and ensure adherence to established policies and procedures.

Essential Job Duties

- Manage a functional team within a department.
- Ensure that sanitation and safety standards meet county state federal laws requirements.
- Organize programs and processes, establishing tasks for the team and/or supervisors and setting priorities.
- Supervise and guide School Nutrition Employees in the preparation, transportation, and serving of food to students, ensuring adherence to nutritionally sound menus.
- Maintain and manage all necessary documentation.
- Oversee the opening procedures for daily operations and ensure kitchen areas are clean and sanitary and that equipment is operational.
- Train staff in proper food preparation and serving techniques while implementing safety and health guidelines to maintain a safe working environment.
- Assist with planning meals, including breakfast, lunch, after-school snacks, and supper.
- Assist with purchasing and ordering food supplies.
- Work on issues requiring the analysis of data and a variety of relevant factors to resolve.
- Identify and resolve operational issues that may fall outside of established guidelines as they arise; recommend process improvements where needed based on sound project workflow principles.
- Participate in educational programs aimed at enhancing service delivery within the school nutrition program.
- Interact with subordinates, supervisors, and functional peer groups to interpret and explain information as necessary.
- Perform additional duties as assigned.

Qualifications

- High school diploma or GED equivalent required.
- Minimum of one (1) year institutional food service or closely related experience is required.
- DeKalb County School System Nutrition Credential must be obtained within one year of employment and must be valid throughout duration of employment [Renewal every three (3) years]. ServeSafe Certification must be obtained within 90 days of employment and valid throughout duration of employment [Renewal every five (5) years].



Knowledge, Skills, and Abilities

- Thorough understanding of the application of the profession
- Ability to teach and provide educational information pertaining to nutrition
- Knowledge of all relevant health and safety policies, procedures, laws, and regulations
- Ability to maintain clean and hygienic kitchen and dining areas and the ability to establish good practices
- Strong basic math skills
- Good administrative skills and the ability to organize programs and processes
- Ability to lead a team and provide guidance to subordinates within the latitude of established company policies
- Ability to make quality decisions that impact the team and direction of project work
- Ability to develop and implement new processes and procedures as appropriate
- Ability to collaborate and communicate effectively with a wide variety of constituents
- Ability to think critically and strategically and solve problems
- Good computer skills, and the ability to use all relevant software
- Ability to maintain records

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about the work space to access equipment and materials.
- Frequently moves boxes and products weighing up to 50 pounds.
- Frequently exposed to extreme temperatures.
- Frequently exposed to loud noises.
- Occasionally exposed to oils and fumes from food products and equipment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.