

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Nutrition Services Assistant Site Manager	Department: Nutrition Services
Reports to: Building Principal Director of Nutrition Services	FLSA Status: Non-Exempt
Band/Grade/Subgrade: Middle School: B-2-3 High School: B-2-3	Bargaining/Work Unit: Nutrition Services
Tier/Lane: Middle School: FS05 High School: FS06	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Assist in implementing and promoting the District Nutrition Services program to students, staff, parents, and community and coordinating the planning, preparation and serving of the school meals within the assigned building.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Assist in the planning, preparation, and service of foods.</i>
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Identifies foods that require more preparation time
- Plans for daily food preparation according to menu, special diets, satellite meals, and catering requests
- Provides support and backup for cashiers
- Assists in menu planning and forecasting participation rates
- Maintains meal patterns – quality, quantity, cost, student meal preferences and choices
- Establishes written work routines for each position and update as necessary - work schedule, equipment utilization, serving procedures, clean up schedule
- Trains staff on food service, procedures and state mandates
- Tests and shares new recipes in accordance with dietary guidelines
- Conducts timely meal service in accordance with school and student time schedules
- Responsible for student and staff satisfaction by merchandising and serving attractive meals
- Responsible for production of meals or food items for special events
- Enforces the established Nutrition Services policy as well as all other policies as stated in the Nutrition Services employee handbook and policies of the district

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Collect information and maintain operational records.</i>
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Assists to maintain daily food production records
- Assists in sales, cashiering or compiling banks deposits as needed
- Prepares and processes necessary records for special events
- Understands Profit and Loss and Meals Per Labor Hour reports
- Assists in controlling costs and increasing sales
- Assists in year-end inventories
- Directs notification of negative balance notification

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Assume responsibility for ordering, receiving, and storing food and supplies</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in ordering and receiving food and supplies
- Stores all food, supplies and equipment using proper ergonomic and FIFO principles to facilitate ordering and managing inventory
- Inspects, accepts and signs for food and supply items received
- Maintains proper storage temperatures for all food items

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Maintain, supervise and assist with sanitation and safety standards and regulation</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Observes Federal, State and local safety and sanitation regulations
- Enforces appropriate hygiene, grooming standards and food handling during preparation and service
- Enforces proper procedures for cleaning, sanitizing, and maintaining operation of equipment
- Insures proper notification and assistance in case of accidents or injuries
- Inspects areas of work, storage and food preparation on a regular basis, checking both safety and sanitation

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Establish, promote and maintain positive interpersonal relations with co-workers and promote positive public relations with students, district and building staff and community</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Promotes and maintains positive effective communications among all employees
- Communicates concerns to Nutrition Services supervisor about policies and procedures relating to all Nutrition Service employees
- Reports any substandard operations immediately to Site Manager
- Assists to resolve problems

- Participates in marketing and nutrition education activities in schools
- Invites and encourages student, staff, parent and community involvement

Duty/Responsibility No:	6	Statement of duty/responsibility: <i>Provide training and promote continuing education for employees</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Assists to train employees in food preparation, safety, sanitization, use and maintenance of equipment.
- Assists to implement and maintain a job rotation schedule to facilitate employee training and development
- Attends in-services, workshops, and trainings

Other Duties as Assigned – Assume responsibility of Nutrition Services Site Manager as needed

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of quantity food preparation/cooking methods
- Knowledge of health and safety policies
- Identifies and uses various pieces of small and large kitchen equipment
- Attention to detail (reads and follows directions)
- Understands weights and measures for distribution of appropriate portions
- Utilize time management skills to meet deadlines
- Prioritizing skills
- Ability to follow directions
- Ability to work with, respect and be friendly to all students, staff, parents and co-workers
- Perform management skills
- Regular attendance and personal dependability
- Ability to develop positive relationships with building staff
- Ability to multi-task
- Ability to be flexible
- Exhibit personal integrity and honesty
- Demonstrate knowledge and ability to use e-mail
- Maintain excellent communication and organizational skills
- Math skills
- Maintain positive attitude and good public relations skills with students, staff and supervisors
- Strong oral and written communication
- Ability to maintain basic inventory
- Knowledge of safety and sanitation regulations
- Ability to work with vendors
- Basic understanding of accounting methods, computers, and POS
- Attention to detail
- Understanding of budget requirements and constraints
- Knowledge of sanitizing products and their use
- Presents a good appearance (is neat and well groomed)
- Demonstrate excellent people skills
- Conduct self with honesty and integrity, while maintaining confidentiality in all situations
- Understanding of Nutrition Services Programs, State and Federal guidelines
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

Work Hazards:

- Hot surfaces, steam, sharp knives and/or other sharp objects, lifting, wet floors/mats, electrical shock; exposure to varying temperatures; exposure to noise from equipment and students; exposure to cleaning and caustic chemicals; potential injury from equipment

Physical Demands:

- Position involves: standing or walking most of the time; frequent lifting; repetitive motion; listening, speaking clearly and visual acuity; smelling and taste testing of food

Working Conditions:

- Fast paced atmosphere, may become seasonable hot due to no air conditioning, areas become congested and noisy during cooking/serving times

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

Training Requirements: Level 2 certification within the School Nutrition Association within the first 12 months of employment. Attend workshops and conventions.

Education/Certification Requirements:

- High School diploma or equivalent required
- Education and work experience which provides the knowledge and abilities necessary to perform the position preferred
- Must have or obtain within the first 12 months and maintain certification as Certified Food Manager
Must possess and maintain a valid Minnesota Driver's License or obtain within 30 days of employment

SECTION VI: EXPERIENCE REQUIREMENTS

Experience Requirements:

- Minimum of three years full-time work experience in school food service or in a related food service operation preferred.
- Experience coordinating culinary food operations with a staff of in food preparation that includes:
 - Plan, organize, schedule and direct the work of others, as well as control costs
 - Assign and review work
 - Advise and coach staff on difficult work problems
 - Teach, train and develop staff
- Work experience in high volume, high speed quality food production and catering
- Basic Computer Skills
- Member of School Nutrition Association (SNA)

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	O		
Sitting	O	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	O
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	O
Distinguishing smell	F			Sight	
Distinguishing temperature	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.