



FLOYD COUNTY SCHOOLS

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## Job Description

<b>POSITION TITLE:</b> Nutrition Services Site Manager	<b>LOCATION:</b> TBD
<b>REPORTS TO:</b> Nutrition Director	<b>PAY SCHEDULE/GRADE:</b> G
<b>FULL TIME/PART-TIME/TEMPORARY:</b> Full Time	<b>TYPE OF EMPLOYEE:</b> Non-exempt
<b>HOURS:</b> 190 Days / 8 Hrs	<b>RETIREMENT:</b> TRS

### JOB SUMMARY

The job of Nutrition Services Site Manager is done for the purposes of The job of Food Services Site Supervisor is done for the purpose of directing food service personnel at assigned sites, meeting the mandated nutritional needs of students and ensuring availability of items.

### EDUCATION/CERTIFICATION REQUIREMENTS

High School diploma or GED  
 Core Training In-Depth Courses State mandated training classes required within the first four years  
 Serve Safe certificate required  
 Continuing Education. Training Clearances

### ESSENTIAL FUNCTIONS

- Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Develops meal plans as needed for the purpose of providing appropriate quantities and complying with department, district, state and federal Standards.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Manages site operations for the purpose of providing safe and efficient food services at the assigned site in Compliance with mandated department, state and federal nutritional requirements and health standards.
- Oversees financial transactions for food and beverage items for the purpose of maintaining sound accounting practices and adhering to department and district policies.
- Participates in meetings for the purpose of conveying and/or receiving information necessary to perform job functions and Comply with department, district, state and federal regulations.
- Performs functions as required of another position within the area of responsibility for the purpose of providing overall Coverage of food service operations.
- Plans nutrition promotion programs in Cooperation with other department staff for the purpose of providing nutrition education to students and staff.
- Prepares documentation (e.g. inventory, deposits, charge letters, food service reports, etc.) for the purpose of providing Written support and/or Conveying information and complying with department, state and federal regulations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Process requests for financial information, as assigned, for the purpose of ensuring approval from various agencies and maintaining Compliance with relevant accounting practices.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or

direction regarding the type and/or cost of meals.

- Stocks food, Condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Trains employees and evaluates job performance for the purpose of achieving success in the child nutrition program.
- Use of Personal Cell Phone for multi factor authentication.

#### **REQUIRED SKILLS/ABILITIES**

- Specific skills, knowledge, and abilities required to satisfactorily perform the functions of the job include: basic cooking skills, human resource skills, basic communication skills, basic computer skills (google suite preferred)

#### **PHYSICAL REQUIREMENTS**

Must be able to:

- Lift 35 lbs. Unassisted and up to 50 lbs with help.
- Withstand extreme conditions of temperature- ie...kitchens at up to 95 degrees to freezer at -5 to -10 degrees to put up stock for 10 to 15 minutes.
- Bend, twist, and squat repeatedly.
- Stand on hard floors for several hours.
- Move fairly rapidly while carrying hot and cold items in order to get tasks accomplished in a timely manner. Some pans weigh up to 25-30 lbs.
- Have dexterity of hands and fingers to operate food service equipment.
- Hear and speak in order for safety reasons and to exchange information.
- Regularly, reliably, and predictably report to work on time.
- Reach overhead, above shoulders and horizontally.

EMPLOYEE SIGNATURE

DATE: