

## POSITION RESPONSIBILITY WRITE-UP

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<b>Position Title:</b>	Elementary Nutrition Manager	<b>Date:</b>	August 2021
<b>Department:</b>	Nutrition Services	<b>Location:</b>	Various RAS Elementary Schools
<b>Accountable To:</b>	Nutrition Services Supervisor		

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### Primary Objectives of Position

To manage the daily operation of the school cafeteria.

To manage the efficient operation of the school cafeteria when the manager is gone.

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**DESCRIPTION:** Roseville Area Schools (RAS) is dedicated to helping our students learn to love healthy food. Under general supervision, this role completes a variety of tasks in the school kitchen— coordinates kitchen operations and staff; verifies that all the food service duties and tasks are completed in compliance with state and federal regulations, Child Nutrition Program quality standards, and RAS policies; estimates the number of meals per day, and verifies that students are properly fed; orders and prepares produce, food, milk, commodities, and supplies; oversees student financial accounts; prepares and serves food, cleans work areas and equipment, operates a register/point of sale terminal, counting with accuracy, and connecting and making a difference in the lives of our community's children on a daily basis.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Coordinates site's Nutrition Services staff to oversee basic food preparation, serving, food storage, and cleaning and sanitizing.
- Performs work within scope of authority and training, and in compliance with RAS policies and quality standards; duties will vary according to job assignment.
- Provides leadership to staff. Provides functional supervision, including scheduling, assigning tasks, reviewing team results, and evaluating completion of assignments.
- Manages accounting and program compliance functions. Monitors operations, evaluates operational efficiency, inspects cleanliness of work areas, and resolves operational issues; monitors daily work schedules and meals per labor hour.
- Conducts training on safety and sanitation procedures, equipment uses and safety, computer systems, personnel issues, and payroll procedures; evaluates staff functions, and reports performance and disciplinary issues to appropriate supervisor.

- Maintains operational records, including production and purchasing; collect Applications for Educational Benefits; maintains financial accounts; verifies staff and student accounts are current with daily deposits; balances accounts, and deposits all cash and checks as scheduled.
- Orders food and supplies, checks equipment for proper functioning.
- Works independently and manages operations at work sites; verifies compliance with state and Federal regulations, and RAS policies and quality standards.
- Cleans and maintains orderly, safe, and sanitary conditions in kitchen; cleans dishes, kitchen utensils and equipment; cleans tables, chairs, floors, and surfaces. Verifies food quality and safety; verifies compliance with HACCP (Hazard Analysis Critical Control Point) plans; checks food and equipment temperatures and completes production reports daily.
- Receives, transports and stores food according to sanitary handling standards.
- Prepares the dining area for mealtime; prepares and serves meals as directed following the recipes and enforcing proper serving sizes to meet planned menu and USDA Child Nutrition Standards.
- Counts products received; verifies that the quantity, quality, and type of products match the daily summaries and work orders; provides accurate and timely numbers for production and inventory.
- Attends regular Manager Meetings as scheduled. Maintains required annual Professional Development hours.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and RAS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records, and Roseville Area Schools information.
- Other duties or tasks may be assigned on an as-needed basis
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

- High School Diploma or GED equivalent
- Food handling experience is preferred.
- MSNA Certification Level 4 required within 2 years of hire.
- ServSafe Certification and Certified Food protection Manager Certificate required within 90 days of hire.

### **Knowledge of :**

- Safety and sanitation practices for food preparation, distribution, and storage.
- Personal sanitation and hygiene regulations.
- Principles of record keeping and records management.

### **Skill in :**

- Following and maintaining safety standards.
- Following verbal and written instructions and procedures.

- Establishing and maintaining effective working relationships with co-workers, stakeholders, and students.
- Providing great customer service through efficient meal service speed, pleasant communication style with customers and co-workers, being patient and service-oriented; present a neat and well-groomed appearance; maintain a positive attitude

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a commercial food service and kitchen work environment; moderate physical requirements, with risk of burns and cuts; frequent lifting, carrying, and moving up to 30 pound containers of food preparation materials and equipment; may require working in a walk-in freezer.

## **COMMITMENT TO EQUITY:**

Roseville Area Schools is committed to ensuring an equitable and respectful educational experience for every student, family, and staff member regardless of race, gender, gender identity, sexual orientation, socio economic status, ability, home or first language, religion, national origin, age, or physical appearance. *Roseville Area Schools seeks individuals who embody this commitment.*

## **MAJOR AREAS OF RESPONSIBILITY**

### **Preparing A Meal**

Responsible for daily hot/cold food production under general supervision	1
Determines the size of serving to meet USDA requirements.	2
Follows a sequence of preparation tasks to complete the meal on time.	3
Supervises food preparation by kitchen staff.	4

### **Ordering and Record Keeping**

Orders food and supplies under the direction of the manager and nutrition services supervisor.	5
Maintains daily, weekly, and monthly records--e.g., food production, meal evaluation, participation.	6

### **Storing, Securing, and Sanitation**

Ensure all food and supplies are stored properly	7
Checks equipment to ensure it can be operated efficiently and safely. Notifies the manager if repairs are needed.	8
Works with nutrition services supervisor to instruct employees and follows up to ensure proper sanitary practices are used.	

### **Supervision**

Assists nutrition services supervisor in planning work schedules.	9
Directs serving and cleaning and ensures sanitation requirements are met.	10
Instructs new employees on their assigned tasks.	11
Evaluates the performance of all cafeteria employees.	12

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of school food service operations and requirements.	13
Ability to work effectively with a variety of staff in a supervisory role.	14
Ability to remain alert and attentive during serving periods.	15
Ability to pay attention to details and keep accurate records.	16
Interest in working with school age youth.	17
Interest in preparing and serving large quantities of food.	18
Food is presented attractively, as indicated by comments and participation.	19
Ability to get along with and motivate other people positively.	20
Ability to organize, prioritize, and identify where productivity can be improved.	21
Records and reports are submitted accurately and on time.	22
Sanitation requirements are consistently met.	23
Safety requirements are consistently met.	24
Maintains and improves technical knowledge and skills through certification and meetings/conferences.	25

### **Performance Expectations**

Promotes and affirms individual differences and cultural diversity.	26
Assists in food production for special diets.	27
Displays kindness and consideration toward others; is actively helpful.	28
Respects the needs of others; recognizes one's own responsibility as a district employee to respond to community interests.	29
Seeks ways to improve own performance and contribute creatively to the work unit's mission	30
Responds effectively to recommendations for change.	31

## **OTHER WORK REQUIREMENTS**

Requires prolonged periods of standing and walking and some lifting.	32
The work is fast-paced to meet serving deadlines and accomplish required tasks.	33
Uses hand and power equipment in food preparation.	34
Must know policies, procedures, and FDA requirements for work assignments.	35
May occasionally interpret policies related to issues not clearly covered by instructions, directions or precedents. These decisions are generally made with input from supervisor.	36
Provides work leadership for other staff, by ensuring work is done as expected and providing training as needed.	37
Must be able to take over manager position during manager's absence	38