

Washington Township Schools

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Washington Township Schools



www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Child Nutrition Manager in Training
Location	To Be Determined
Work Schedule	Full-Time, Shifts Vary Monday – Friday between 6:45am – 3:00pm
Calendar Length	185
FLSA Classification	Hourly, Non-Exempt
Salary/Hourly Rate	\$16.08/hour
Benefits	Medical, Dental, Vision and Life Insurance available. Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA and 401A retirement accounts

JOB EXPECTATIONS & REQUIREMENTS

Job Description

Under the direction of the Supervisor, Asst. Supervisor, and Production/Service Coordinator, the Child Nutrition Manager in Training is responsible for the following job duties and tasks:

- The manager in training will assist the cafeteria manager in the planning, organizing and coordinating of daily operations of a school cafeteria while following a course outline to learn the skills necessary to become an effective manager at any level.
- Four key areas of Nutrition, Operations, Administration and Communication/Marketing will be taught and expected to be mastered to promote to a manager position once one becomes available.

Essential Functions

- Ability to make sound decisions, deal with stressful situations, and maintain interpersonal relationships in a fast paced environment.
- Ability to supervise personnel.
- Working knowledge of the operation of food service equipment and current computer technology.

- Knowledge of health and safety codes and sanitary principles including HACCP.
- Some knowledge of administrative and office procedures including record keeping, record preparation, inventory control, money and personnel management.
- Demonstrate the ability to manage cafeteria functions and personnel, train others, prioritize work, and identify and correct problems.
- Possess good organizational skills and detail oriented. Knowledge of computers with skills in PC based applications including Word Processing and OneSource (both front and back of house operations).
- Basic knowledge of methods and techniques for marketing and promoting a meal program.
- Skills to prepare and serve food in large quantities, maintain inventory control, use standard office equipment including computers.
- Learn to operate basic food service equipment and machinery.
- Be able to learn quickly and adapt to and implement change rapidly.
- Respond to change in a productive manner.
- Good character, integrity, adaptability, interpersonal skills and willingness to take the initiative in varying circumstances. Interact and communicate with students, parents, and staff in a professional manner demonstrating tolerance of individual differences, patience, and sensitivity.
- Provide friendly service.
- Demonstrate professionalism through appropriate apparel and work habits, including regular and punctual attendance. Knowledge of federal and state laws, rules, regulations and policies governing child nutrition programs.
- Ability to provide outstanding customer service and leadership.
- Possess excellent cash handling skills and knowledge of accounting and bookkeeping principals and be able to work independently.

Education

- High School Diploma or GED.
- Must pass paraprofessional exam, if less than 60 college credit hours.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.