



North Slope Borough School District

Vacancy Information

Location/Site: District Wide - Maintenance and Operations

Posted Date: September 22, **Closing Date:** Until Filled

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

Position:	Nutrition Services Manager		
Reports to:	Director of Maintenance	Supervisory:	yes
Classification:	Classified Contracted	Safety Sensitive:	yes
Range:	Manager I-1	Grade Minimum:	\$71,227- \$108,379 (Annual)
Work Year:	260	FLSA Exempt:	No

Revised 05/25

Summary or Purpose

The Nutrition Services Manager administers the district-wide food service program according to policies and procedures and federal/state requirements while developing and maintaining high standards of food preparation and service with an emphasis on menu appeal and nutritional value. The Nutrition Services Manager maintains high standards of sanitation, safety, food, supplies, personnel, equipment, and records of income and expenditures.

Minimum Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function with a high level of expertise. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- High school graduate or equivalent required; college experience preferred.
- 1-2 years of experience in institutional food service/ nutrition services is preferred but not required.(School District, Health Services, Municipality)
- Three years of experience in institutional food service management, inventory management, menu planning, and culinary arts (or a closely related field) are required.
- Two years of supervisory experience is preferred but not required.
- Three years of work experience with general office computer programs and strong written, verbal, and interpersonal skills are required.
- An accredited food safety certification will be required within 30 days of hire.
- School Nutrition Association Certification preferred or the ability to obtain within 1 year. Frequent travel in small and large commuter planes is required.

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NSBSD JOB DESCRIPTION

NUTRITION SERVICES COORDINATOR

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Preference:

Inupiaq speaking preferred.

Mathematical Skills:

- Add, subtract, multiply, and divide.
- Perform math operations using units of American money.

Certificates, Licenses, Registrations:

- Must hold a valid Alaska Driver's License.

Other Skills and Abilities:

- Lift 50 pounds.

Essential Duties and Responsibilities

- In concurrence with the Director of Maintenance and Operations or designee, manages the federal and state reporting, the application process, free and reduced certification, CEP, and compliance. Maintain reports and records for federal and state nutritional standards, audits, and reviews.
- In coordination with the Director of M&O, develop and operate department budget, cost accounting, inventory management, and purchasing. Develops and maintains public relations activities dealing with the promotion of the nutrition services program.
- Plans and monitors the preparation and serving of innovative menus at all schools, and plan menu adaptations for children with special needs.
- Inspect school facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
- Inspects equipment routinely for operational effectiveness.
- Coordinate the development and implementation of food service staff training programs.
- Maintain an inventory of food, supplies, and equipment for all schools.
- Perform such other tasks and assume other responsibilities as the supervisor may assign.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl, talk, and hear. The employee is occasionally required to climb or balance.

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NSBSD JOB DESCRIPTION

NUTRITION SERVICES MANAGER

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The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.

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