

NORTH WASCO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION – Classified – Nutrition Services Manager I

Title: Nutrition Services Manager I

Classification: Classified/ESP

Reports To: Director of Food Services

Work Year 186 Days/Year

Job Purpose Statement/s:

Engages in directing and assisting staff in preparing, cooking, serving food and cleaning up after food has been served in a school cafeteria by performing the following duties. Gives direction to Nutrition Services Assistants I, Nutrition Services II - Leads, students and volunteers, and is supervised by the Director of Food Services.

Qualifications:

- Knowledge of operation, cleaning and caring for kitchen utensils and commercial cooling equipment.
- Knowledge of proper methods of planning, preparing, cooking, serving, and storing food to meet quality and nutritional standards in large quantities.
- Knowledge of measurements used in portioning ingredients.
- Knowledge of methods of food and food preparation.
- Knowledge of USDA rules and regulations for area of responsibility.
- Knowledge of procedures involved in managing a production kitchen.
- Knowledge of safety and sanitation procedures.
- Skill in food preparation
- Ability to prepare food according to prescribed recipes without constant supervision once procedures are learned.
- Ability to accurately transfer, record or convey information, materials and money as required by the position.
- Ability to maintain a neat and clean appearance in compliance with sanitation and safety standards.
- Ability to develop and maintain a positive and effective working relationship with coworkers, students, parents and other employees.
- Ability to plan and organize food preparation and serving to meet deadlines.

Education and/or Experience: High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience as determined by hiring authority.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing. Employee must have the ability to obtain and maintain a Food Handler's Permit. Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Essential Duties and Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Oversees and instructs in the serving of all food for the approved daily menu, using control portion size to insure appropriate quantities.
- Balances receipts with meals; completes daily records; may prepare bank deposit and maintains an adequate supply of change.

- Receives and properly stores food and supplies and verifies receipt, immediately forwarding invoices and packing slips to Nutrition Services Supervisor.
- Assumes responsibility for adequate staffing and service in food services facility.
- Assists in the selection and trains regular and substitute staff.
- Maintains and checks employee and student time sheets.
- Maintains the highest standards of safety and sanitation for food, equipment and kitchen facility.
- Maintains accurate and timely records of food purchased, prepared and sold.
- Maintains inventory records, prepares food and supply requisitions and picks up supply orders, as needed.
- Receives food supplies and verifies accuracy of inventory.
- Maintains security over the storage of all food and supplies.
- Operates food preparation equipment and utensils in a safe and sanitary manner.
- Sets out trays, napkins, straws, eating utensils and condiments.
- Sells lunch tickets; takes money or tickets.
- Sets up serving line and supervises student and/or volunteer workers.
- Stores unused food and brings food items from freezer and storeroom for next day use.
- Assists with recipe standardization, quality and quantity controls.
- Instructs in the use and care of equipment.
- Assures the proficient and timely preparation and serving of daily meals.
- Oversees the maintenance and cleaning of the cafeteria and kitchen facilities to maximize efficiency and minimize interruptions in service.
- Monitors the preparation of ingredients for main dishes including hot meal entrées, grill items, side dishes and desserts.
- Determines quantities of food required based on portion size and number of meals served.
- Prepares meals according to approved menu in quantity to meet daily meal count.
- Assures accurate accounting of cash receipts from ticket and ala carte sales.
- Assures that proper procedures are followed for collecting information on lunch counts, menu records, and inventories.
- Assists with the opening and closing of the kitchen prior to the beginning and after the ending of the school year.
- Outlines daily duties and schedules of work of kitchen staff.
- Assures adequate inventory to meet menu specifications.
- Maintains accurate records of all meals served, ala carte sales and other records deemed necessary.
- Prepares weekly order of supplies needed and submits to the Nutrition Services Supervisor.
- Reports immediately to the Nutrition Services Supervisor any problems or accidents occurring in the kitchen and any faulty equipment or inferior quality food.
- Maintains security over the inventory and equipment in the kitchen area.

Language Skills:

- Knowledge of English and designated foreign language. In both written and verbal form; use correct punctuation, grammar and spelling.
- Ability to read and comprehend instructions given orally and/or in writing.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to students, volunteers, coworkers or other employees.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Requirements:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date