

Jefferson County School Nutrition Manager Job Description:

NATURE OF WORK

An employee in this class performs a variety of duties in the direct supervision of the school nutrition program in one or more schools. Tasks are performed according to established guidelines and procedures. Employee must exercise considerable independent judgment and initiative in planning, developing, coordinating, and overseeing physical and human resources needed to effectively prepare and serve nutritious meals in pleasant eating environments. Employee is responsible for ordering and maintaining appropriate food and supply inventories, recording purchases, food production, and program participation. The employee directly supervises other employees in the school cafeteria.

DUTIES AND RESPONSIBILITIES

Plans, implements and supervises operation of an assigned school cafeteria for preparation and service of meals and other foods.

Follows and ensures adherence to established Schools, local, state and federal regulations and requirements as well as sanitation, food production and nutritional guidelines. Establishes and ensures adherence to procedures and standards, which are in agreement with these regulations, requirements and guidelines.

Ensures administration of federal meal programs in accordance with local, state, and federal rules and regulations.

Serves meals on time; provides quick, pleasant service to customers; works with administration to provide a pleasant eating environment.

Determines amount of food necessary for preparation of daily meals; determines and maintains proper inventories of necessary food supplies and materials, and prepares requisitions and/or orders; checks deliveries to ensure compliance with orders, and contacts appropriate persons to resolve discrepancies, as necessary.

Prepares production reports; ensures that staff follows standardized recipes and proper food production procedures; ensures that sufficient quantities of food are available for customers; obtains and records amount of food items prepared, served and discarded each day.

Maintains the cleanliness and organization of food production and storage areas; conducts monthly physical inventory of food and supplies.

Completes and submits correct required reports, activity records, documentation and surveys; submits accurate invoices, inventories, market orders, participation records and other records on time.

Oversees use of kitchen equipment, establishing and overseeing adherence to cleaning schedules, and requesting repair service as appropriate; assists in development and implementation of kitchen floor plans and layout to improve ease of operations and efficiency.

Monitors Health and Fire Department inspections of cafeteria and related facilities, implementing procedures to resolve identified problems or deficiencies, as necessary; may confer with Health or Fire Department officials to clarify extent of problems, resolution procedures, preventative measures, etc.

Assigns, directs, and supervises cafeteria staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; monitors job performance and provides fair, timely feedback regarding performance strengths and weaknesses.

Completes daily work schedules for all cafeteria staff, ensuring that all team members' work is appropriate.

Assists in the preparation and service of breakfasts, lunches and other foods, as appropriate.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED supplemented with 3 to 5 years of experience in the preparation of food in quantity lots.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of automated office machines including computers, calculators, ovens and stoves, meat slicers, shredders, can openers, kitchen utensils, etc. Must be able to exert up to 80 pounds of force occasionally, up to 30 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires an ability to read a variety of correspondence, reports, forms, market orders, program applications, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, etc. using prescribed format and conforming to all rules of punctuation, grammar, and style.

Requires the ability to apply rational systems to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written and oral form.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of food service administration, team building and customer service.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the methods, tools, techniques and practices of sanitation, food preparation and food storage.

*General knowledge of the principles of bookkeeping and accounting of funds.

Some knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Some knowledge of federal, state and school system regulations and requirements regarding bookkeeping and accounting of funds collected in school cafeterias.

Some knowledge of the maintenance needs of large kitchen equipment.

Skilled in motivating staff to follow schools, local, state and federal rules, regulations, policies and procedures and in ensuring that staff members meet expectations.

Skilled in leading staff to provide quality meals and friendly service appropriate to a public school environment.

Skilled in projecting amounts of food to be prepared based on previous school history and to order sufficient quantities of necessary ingredients.

Skilled in maintaining complete and accurate records and in developing simple reports from those records.

Ability to comprehend written and verbal correspondence and to respond appropriately.

Ability to plan and implement operational policies, procedures, and standards.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation.

Ability to communicate effectively both orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with co-workers, vendors, customers and subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Report to: School Nutrition Director