



Job Title: **Nutrition Service Dual Manager**

Department: **Elementary School**

Supervisor: **District Nutrition Director and School Principal**

Lane Placement: **ESP Lane 5**

Schedule: **7 or 8 hrs / 180 days** Evaluation Group: **JCES 9**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Nutrition Services Director, coordinators, and school Principal, the elementary school **Nutrition Service Dual Manager** supervises nutrition service workers at two elementary schools as they prepare, cook, and serve meals to the children. Incumbent is responsible for the care and proper functioning of two lunchroom facilities, equipment and supplies, and oversees and ensures proper clean up. The incumbent makes sure all federal and state regulations pertaining to Child Nutrition Programs are followed to protect the integrity of the program and the safety of students. Incumbent's time during work is split evenly between the two schools supervised daily to ensure proper supervision of nutrition staff.

ESSENTIAL FUNCTIONS

Note: Since incumbent supervises two schools, he/she is encouraged to delegate some of the essential functions to the main cook and other nutrition staff when needed. Incumbent is responsible to submit all reports, paperwork, and documentation needed to properly run Child Nutrition Programs. In many elementary schools, the following functions pertain to breakfast as well as lunch.

- Assures that all equipment is in proper working condition (e.g. ovens, steamers, kettle pots, fryers, proofers, stove/ovens, dishwashers, refrigerators, freezers and milk coolers).
- Checks temperature settings and completes temperature paper work.
- Reviews mail from District Nutrition Service office.
- Responsible for keys to locked areas and access to them.
- Oversees work of meal clerk and verifies lunch count for teachers and estimates number of students who will eat from two to three menus that day.
- Verifies accuracy of money receipts.
- Oversees and participates in baking breads, preparing desserts and ala carte items.
- Plans ahead (e.g. ordering needed items and thawing food from freezer for the following day).
- Oversees and participates in meal production first thing in the morning.
- Supervises preparation of main dish (two to three choices), vegetables (as many as three), fruit trays (three-choices), bread (some baking from "scratch"), and milk (serving, stocking, inventorying, and related computer and paperwork).
- Ensures meals are prepared using the batch cooking method to ensure high quality meals.
- Must be aware of special needs students and prepare complete special meals for them per district menu. Records special meals in designated area on daily production records.
- Attends meetings and in-service training to be aware of changes within the Nutrition Service Department and resolve problems. Reports back to kitchen staff information discussed during in-services and manager trainings.
- Monitors payroll for food service staff, meal clerk and cashiers to ensure accuracy.
- Trains nutrition services staff to fill any position in the kitchen in case of illness or other emergency.
- Uses PCS computer software to complete needed Child Nutrition Programs paperwork.
- Completes monthly perpetual inventory on the specified day given by Nutrition Services at a district level.
- Checks and follows standardized recipes daily from the PCS production records provided by the district.
- Forecasts production records in advance as added by Nutrition Services in the PCS system to ensure availability of food products needed to complete the menu.
- Completes weekly food orders within the timeframe given by Nutrition Services to ensure accurate delivery of food products in a timely manner including food distributor, warehouse, produce, pizza, and dairy vendor.

- Checks food deliveries from vendors upon arrival for accuracy and quality of product. Accepts only food products ordered in the previous week food order meeting district quality standards and in compliance with standardized recipes.
- Fills out and closes production records accurately on a daily basis as required by state and federal guidelines. Keeps handwritten copy of paperwork used to complete production records during the shift. Attaches the handwritten copy with the printed production record ensuring numbers of meals served are in agreement with day-in paperwork.
- Ensures training of every employee on standard operating procedures (SOP) and hazard analysis and critical control points (HACCP) practices following district guidelines.
- Coordinates completion of SOP and HACCP checklists on a weekly basis.
- Must complete monthly reports (Perpetual Inventory using PCS software, Payroll hours entered on AESOP and following procedure for reporting kitchen staff labor hours, Month-end report, and cleaning supplies).
- Ensures food leftovers are kept within Nutrition Services guidelines.
- Maintains costs within kitchen budget by ordering properly and according to the amount of students being served at school.
- Maintains specified paper work pertaining to Child Nutrition Programs for three years plus the current year.
- Knows all positions involved in the kitchen production including cashier and clerk in order to be a back-up worker if needed.
- Helps on the kitchen floor with the following duties but not limited to: cooking main dish and other menu items, preparing fruit, salads and any other food items served, cleaning after production and service to students is done, wiping cafeteria tables, etc.
- Prioritizes and keeps in mind essential tasks needed to be completed during the day to offer interrupted service to district students.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check. Department of Human Resources. Verification may be requested.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Current H.A.C.C.P. Certification.
- Requires one year job related work experience with demonstrated competence.
- Requires minimum of one year previous experience in Canyons School District.
- Must demonstrate competence in reading, writing, and basic math.
- Must be skilled in planning, anticipating, and providing for needs of the next and following days.
- Must be skilled in all nutrition service positions to fill in as needed.
- Requires working knowledge of strict food handling guidelines set forth by the Jordan School District, the State of Utah and the U.S.D.A.

- Must be skilled in supervision and interpersonal relations. Works closely with nutrition services director, coordinators, principals, teachers, custodian, and nutrition service workers, lunch assistants, meal clerks, office personnel, PTA, parents and students.
- Needs ability to teach and train effectively in the use of all kitchen supplied and equipment.
- Must be skilled in the ability use of all kitchen supplies and equipment.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Must be capable of consistent physical activity (lifting and moving up to 50 pounds).
- Must be capable of reaching above the head while lifting 20 pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to work in a hot and wet environment.
- Must be able to hold hot and cold items.
- Must be able to read and interpret recipes, equipment safety instructions, material safety data sheets, and information given by Nutrition Services throughout daily shift.
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 6/9/2020 _____