



Job Title: **Nutrition Service Manager**

Department: **Middle Schools**

Supervisor: **Principal, District Coordinators**

Lane Placement: **ESP Lane 6**

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

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the school Principal and District Coordinators, the Middle School Nutrition Service Manager supervises nutrition service workers as they prepare, cook and serve meals to the children. Responsible for the care and proper functioning of lunchroom facilities, equipment and supplies, and oversees and ensures proper clean up.

## **ESSENTIAL FUNCTIONS**

- 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. 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 weighing out breads and desserts first thing in the morning.
- Supervises preparation of main dish, vegetables (as many as three), fruit trays, bread (some baking from "scratch"), a la carte items, and milk (serving, stocking, inventorying, and related computer and paperwork).
- 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 and maintains specified paper work for four years.
- 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"> <li>• 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.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• 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.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires current H.A.C.C.P. Certification.
- Requires eighteen months job related work experience (six of these months in supervision) 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 Canyons School District, the State of Utah and the U.S.D.A.
- Must be skilled in supervision and interpersonal relations. Works closely with teachers, principals, custodian, nutrition service workers, lunch assistants, meal clerks, office personnel, PTA, parents and students.
- Requires ability to teach and train effectively in the use of all kitchen supplies and equipment. Must be skilled in the 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.**

**Machines, Tools & Equipment Used:**

- Kitchen equipment (e.g. ovens, steamers, kettle pots, fryers, proofers, stove/ovens, dishwashers, refrigerators, freezers, milk coolers).
- Kitchen utensils (e.g. knives, spatulas, serving spoons).
- Standard office machines (e.g. computer, calculator).

**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.
- Requires the ability to lift a minimum of ten (10) pounds.
- 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*

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](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020