

NUTRITION SERVICES SITE MANAGER I/II**DEFINITION**

Under direction of a Nutrition Services Area Supervisor, plans, organizes, coordinates, manages, and participates in the food service program at **(I)** an elementary or K-8 school site **(II)** a middle school site; assures the timely and efficient preparation and serving of breakfast and/or lunch to students and staff; calculates, orders and prepares appropriate quantities of food required; maintains a variety of records and reports; trains, directs work and evaluates assigned staff; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Plans, organizes, directs and participates in daily food preparation at a school site kitchen, in accordance with planned menus and student participation estimates. Reviews advance draft of monthly lunch menu and provides information regarding anticipated workload, participation and available equipment. Estimates and orders appropriate quantities of food items, prepackaged prepared foods, and supplies from the Nutrition warehouse, central production kitchen, and private vendors in accordance with menus and the production plan; receives, inspects and properly stores delivered food items and other supplies and materials. Oversees and participates in food preparation duties: gathers food items and assembles meal components; slices and/or portions fresh and canned fruits, vegetables, cakes, bread and other items; pans, cooks and warms main dish items as appropriate; sets up and stocks salad bar, restocks items and dressings as needed; prepares bagged lunches for field trips and other outings; prepares additional food items and alternatives as needed. Oversees and participates in cleaning equipment and work areas to assure that appropriate cleanliness and sanitation standards are maintained. Communicates with administrators and site staff regarding food for special activities.

Sets up computer and terminals for cashiering functions; performs cashier duties, receiving money, cards, or numbers from students and staff for paid, pre-paid, free and reduced meals. Checks money counts from the cash drawer (s), compares to transaction journal, checks for overage/shortage and prepares money for deposit. Inputs data into the computer; prepares and maintains a variety of records and reports including food supply orders, requisitions, production, cash and dispatch sheets, bank deposit, employee time cards and payroll information, safety forms and others; reviews negative balance reports and collects monies owed the District.

Oversees preparation activities in the kitchen, making routine and emergency decisions in response to food spoilage, non-delivery of food, shortages and other situations. Assigns and evaluates the work of nutrition services assistants, substitutes and student workers; trains subordinates in food preparation, clean up and sanitation, and the use of commercial kitchen equipment and appliances; assists in interviewing and selecting food service personnel; develops, assigns and adjusts schedules and work assignments to assure conformance to established food service schedules. Oversees the taking of periodic inventory of food and supplies. Works with the Director of Nutrition Services, Area Supervisors and staff of assigned school on ideas and special projects to encourage student participation in the school food service lunch program. Confers with site administration, staff, parents and organizations regarding concerns of the food service program. Attends staff meetings and workshops regarding school food service programs and disseminates information to staff as appropriate; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Nutrition Services Site Manager I** reports to a Nutrition Services Area Supervisor and coordinates, manages and participates in the food service operation at an elementary or K-8 (non-production) school site kitchen facility. The **Nutrition Services Site Manager II** reports to a Nutrition Services Area Supervisor and

Nutrition Services Site Manager I/II

Page 2

coordinates, manages and participates in the food service operation at a middle (non-production) school site kitchen facility. The Manager I and II are distinguished by the latter having a greater number of food programs, employees to manage, entrees served, and points of service (e.g. a la carte stations, food windows etc). In addition, the cash handling for the Manager II is much greater (multiple cash terminals) and food ordering is more complex. The **Nutrition Services Production Manager** reports to the Nutrition Services Area Supervisor and oversees the operation of a central production kitchen facility, including a school site. Incumbents also serve as head production cooks and supervises the preparation, packaging and distribution of food items to all assigned satellite sites. The **Nutrition Services Area Supervisor** reports to the Director, Nutrition Services and plans, organizes, and directs the operation of a major departmental facility (such as a central production kitchen or the nutrition warehouse) and a number of school site kitchens within an area of the District. Analyzes information and provides input to the Director regarding workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other nutrition services operations.

EMPLOYMENT STANDARDS

Knowledge of: Methods, procedures and equipment used in the quantity preparation, cooking, serving and storage of food; basic principles of work leadership; governmental regulations pertaining to food groups, portion control and container sizes, nutritional needs of school-aged children, and appropriate substitutions; health, safety and sanitation regulations and practices relating to cooking, storage and serving of food; procedures relating to ordering and receiving foods; operation of commercial kitchen equipment; stock rotation and inventory methods; basic personal computer operations; record keeping practices; basic mathematics.

Ability to: Plan, coordinate, organize, manage and participate in food preparation and serving duties at an assigned (I) elementary or K-8 school site (II) middle school site; operate commercial kitchen equipment; oversee and assure proper cleaning and sanitation of the kitchen facility, serving areas and equipment; determine appropriate quantities to prepare according to participation estimates; order food and supplies; complete and maintain complex records accurately; operate a personal computer and learn to utilize specific nutrition program software; perform basic mathematical calculations; work independently and make both routine and emergency operational decisions with minimal direction; gather and evaluate data to exercise sound judgment in planning and organizing work; perform assigned duties in an organized and efficient manner in accordance with established timelines; be flexible and able to adapt to changes in routine and duties; establish and maintain cooperative and effective working relationships and rapport with administrators, co-workers, school staff, parents, vendors and others; train, provide work direction and evaluate the work of others; and obtain a Food Handler's Certificate.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of food service functions; strength to regularly transport cases of milk, food boxes and trays, and other objects weighing up to 50 pounds; sufficient finger dexterity to operate kitchen/office equipment and grasp, push, and pull heavy equipment and objects (e.g. food and serving carts, storage racks, materials, supplies, etc.) weighing approximately 100 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print. Work is performed in a school food service facility and incumbents are exposed to temperature extremes and occasionally outdoor environments.

Typical Background: (I) Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be

Nutrition Services Site Manager I/II

Page 3

graduation from high school or recognized equivalency preferably supplemented by course work in sanitation, nutrition, and supervision and two years of increasingly responsible experience in quantity food preparation. Quantity food preparation in an institutional or school site kitchen facility is desirable.

(II) Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school or recognized equivalency preferably supplemented by course work in sanitation, nutrition, and supervision and three years of increasingly responsible experience in quantity food preparation including at least one year in an institutional or school site kitchen facility at the level of a Nutrition Services Site Manager I.

License and/or Certificates: Valid ServSafe certificate must be obtained by the completion of the probationary period.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.