

CHILD NUTRITION SERVICES MANAGER

DEFINITION:

Under general administrative direction, to have responsible charge of a school food service unit; to prepare, cook and serve meals; to supervise other Child Nutrition staff; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Plans, organizes and supervises the operation of an assigned school food service unit, including assignment of daily duties and work schedules of Child Nutrition personnel.

Supervises and performs cooking and/or baking and a variety of tasks in preparing school meals in accordance with prepared menus.

Plans, organizes and supervises the distribution and serving of all types of school meals to students and faculty members.

Maintains established standards of efficiency and sanitation in food preparation.

Estimates the number of various types of meals to be served daily.

Estimates needed food quantities and orders food to meet menu requirements.

Insures that all equipment, food and supplies are available to meet daily requirements.

Receives and checks food and supplies as they are delivered and maintains inventory control.

Supervises and maintains proper storage of food and supplies.

Supervises and performs the cleaning of food service equipment and utensils.

Assists and instructs new personnel in methods and procedures of tasks assigned.

Works with custodial and maintenance personnel in the cleaning and maintenance of the food service unit.

Maintains records and prepares reports.

Confers with principal of school, Child Nutrition Services administration and other Child Nutrition Services Managers regarding the needs and services of the food service unit.

Collects and accounts for cash and checks for student lunches.

Lifts and carries moderately heavy supplies to and from kitchen and storeroom, with assistance as necessary.

QUALIFICATIONS:

Knowledge of:

USDA and California Health Code regulations and guidelines for handling food, food service supplies and equipment;

Safe work practices including OSHA regulations, as they relate to the position;

The proper methods of quantity preparation, cooking and serving of foods;

The methods, practices and procedures involved in managing and maintaining a commercial food service facility;

The National School Lunch Program; National School Breakfast Program; and Summer Food Service Program;

Commercial food service supply ordering, inventory, storage, and record keeping practices.

Ability to:

Provide leadership, supervision and instruction to other Child Nutrition staff;

Operate equipment found in a food service unit;

Handle money and keep accurate records;

Perform arithmetical calculations to convert recipes to larger or smaller quantities;

Lift and carry moderately heavy supplies up to 50 lbs.;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school with the addition of any combination of formal and informal training, education and experience in restaurant/hotel management, food service and/or nutrition.

Experience: Three years of experience performing quantity cooking, baking and related commercial/industrial food service duties, including one year in a lead or supervisory capacity.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with California Health Code regulations, position incumbents must meet medical requirements relevant to the position.

Salary Range: 70

N: 12/68, R: 11/85, R: 11/91, R: 10/98