



JOB TITLE	Nutrition Services Manager
REPORTS TO	Nutrition Services Director
SALARY SCHEDULE/GRADE	Classified
CONTRACTED DAYS AND/OR HOURS	183 days/8 hours
JOB CLASS CODE	
POSITION CLASSIFICATION	Classified
DATE APPROVED	05/17/2009

QUALIFICATIONS

Valid Kentucky Teacher Certification As established by the Board of Education.

POSITION SUMMARY

To direct the efficient and effective operation of the school kitchen and to provide students with nutritious meals and snacks in a sanitary and friendly environment.

PERFORMANCE RESPONSIBILITIES

Supervises and assists in preparation and serving of breakfast, lunch and snacks. This requires the physical ability to maneuver pots/pans containing 30# to 40# of food in and out of ovens and/or warmers to the serving line.

Work as a leadership team with the district's Nutrition Services Coordinator and other Nutrition Services Managers. Work as a leadership team with the Nutrition Services Assistant Manager to develop harmonious relationships with co-workers, students, school personnel and parents. Encourages team involvement with classroom projects, school events and marketing of healthy school meals.

Trains, monitors and works with the school's Nutrition Services team according to standard operating procedures for food preparation, presentation and serving. This requires a working knowledge of federal and state regulations, local Health Department regulations, menu cycles and recipes.

Leads by example. Assigns and trains Nutrition Services team members on daily job rotations. Rotates assignments so all team members gain experience in all areas. Emphasizes teamwork.

Trains and monitors the Nutrition Services team in the use and care of equipment. This includes safety procedures, proper cleaning techniques, and appropriate use of chemicals, routine maintenance and preventive maintenance.

Is responsible for submitting maintenance requests for kitchen facilities and equipment. Is responsible for tracking service and repairs provided by district maintenance or outside vendors.

Is responsible for maintaining USDA storage practices including documentation of temperature of coolers, freezers and dry storage. Knowledge of standard operating procedures for emergency maintenance are required. This includes verifying procedures are followed during holidays, breaks, summer and power outages to prevent loss of food supplies.

Is responsible for ordering all food and supplies according to bid specifications and prices. Checks all invoices for accuracy upon delivery, and documents food temperatures as required by HACCP.

Is responsible for accurate monthly inventory, abiding by the first-in-first out rule. This requires the physical ability to climb small step stools, maneuver cases weighing 30# to 40#, and to work in the

cooler and freezer. Transporting food to and from other kitchens may be required.
Updates and maintains a book of standardized recipes. Trains the school Nutrition Services team in proper use and maintenance of the recipe book.
Is responsible for maintaining accurate records to include the following: Daily Production Records, Food Used Report, Perpetual Inventory, Daily Cash & Count Reconciliation, daily bank deposit, FAR Master Lists, Daily Job Rotations, Cleaning Rotations, Temperature Charts, Invoices, Special Functions, Monthly Cash & Count Reconciliation, Monthly Inventory and all others as necessary. Some responsibilities may be delegated to trained members of the Nutrition Services team.
Handles customer comments and concerns in a prompt and courteous manner.
Reviews and approves time cards for the Nutrition Services team in accordance with Board policy and submits all data to the Nutrition Services Coordinator for final review and approval.
Before leaving the work site at the end of the work day, check all ovens and stoves to be sure they have been turned off. Locks the kitchen, storeroom, office, walk-in coolers and freezers.
Monitors and reports any custodial problems to the building principals and Nutrition Services Director.
Operates and trains the nutrition services team on the computerized point-of-sale system. This includes recognizing a reimbursable meal, daily and monthly reports, bank deposits, securing of cash and retaining cash for change, and bank deposit procedures.
Completes performance evaluations for the nutrition services team in accordance with board policy. Confidentiality, fairness and accountability are required.
Attends manager meetings and requires district training. Attends regional and state training to keep current on all regulations, policies and practices.
Passes certification exam as required by federal and state regulations. Attends continuing education to maintain certification.
Perform all other jobs as assigned by the Nutrition Services Director.

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL <small>(UP TO 1/3 OF WORK DAY)</small>	FREQUENT <small>(1/3 TO 2/3 OF WORK DAY)</small>	FREQUENT <small>(2/3 OF WORK DAY)</small>
Standing/Walking				
Sitting				
Handle/Finger/Feel				
Reach/Push/Pull				
Bend/Stoop/Crouch				
Kneel/Crawl				
Climb/Balance				
Lift/Carry (check weight and frequency)				
Up to 10 lbs.				
Up to 20 lbs.				
Up to 50 lbs.				
Up to 100 lbs.				
Over 100 lbs.				