

Job Title: Student Nutrition Manager
(Elementary & Middle School)

Wage/Hour Status: Non-Exempt

Reports to: Director of Student Nutrition

Pay Grade:

Dept. /School: Student Nutrition Department

Date Revised: February 2017

Primary Purpose:

Supervise, train, and manage the campus Student Nutrition daily operation. Ensure that appropriate quantities of food are prepared and served in conjunction with established Student Nutrition guidelines. Meet time constraints set by menu requirements established by Central Office administration. Meet all health codes sanitation procedures.

Qualifications:

Education/Certification:

High school diploma or GED

Food manager certification

School Nutrition Service or Restaurant Management is desirable.

Texas Certified Food Safety Manager or becoming certified within (3) three months of hire

Special Knowledge/Skills:

Ability to effectively communicate professionally, both written and verbal.

Knowledge of methods, materials, equipment, and appliances used in food preparation.

Knowledge of HACCP, USDA federal, state and local food safety and sanitation guidelines.

Knows how to operate and maintain various pieces of kitchen equipment.

Numeric ability understanding financial management and accurate inventory methods.

Ability to effectively manage personnel.

Microsoft Office Suite software knowledge, concentrating on Word and Excel.

Ability to have a work schedule from 6:00 AM – 2:00 PM, Monday thru Friday.

Excellent organizational skills and attention to detail required.

Experience:

Two years' experience in institutional food service operations.

Must demonstrate prior successful Managerial experience.

Major Responsibilities and Duties:

Student Nutrition Management

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

Policy, Reports, and Law

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
7. Maintain accurate reports of daily and monthly financial, production, and activity records (Managers Day Book).
8. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Safety and Environmental Health

9. Ensure that food items are stored in safe and hazard-free environment.
10. Ability to maintain an environment conducive to protecting the health and wellbeing of customers through high levels of food safety, sanitation standards and facility safety.
11. Clean and sanitize work area and equipment utilizing USDA, federal, state and local sanitary guidelines and appropriate chemical use.
12. Maintain safe work environment.

Inventory and Equipment

13. Maintains an effective and accurate inventory at each event adhering to the FIFO method of inventory control.
14. Conducts a weekly physical inventory of all food and non-food products and effectively controls the level of inventory required for operations.
15. Maintain logs on all equipment maintenance required.
16. Recommend replacement of existing equipment to meet department needs.
17. Conduct an annual physical small equipment and supply inventory.

Supervisory Responsibilities:

18. Train substitutes and newly assigned Specialists.
 19. Make sound recommendations about the assignment of placed Student Nutrition personnel.
 20. Conduct annual performance evaluations in conjunction with the Student Nutrition Supervisor on Production Managers, Head Cooks and Specialist assigned to your campus.
- Supervise and evaluate Student Nutrition Specialists assigned to campus kitchen.

Equipment Used:

Large and small kitchen equipment to include, convection ovens, convection pressure steamers, Tilt Skillet, Hot Water Dispenser, sharp cutting tools, dishwasher, food and utility cart, computer.

Working Conditions:**Mental Conditions/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Student Nutrition Manager: _____ **Date** _____

Director of Student Nutrition: _____ **Date** _____