

The Manager Trainee is responsible for learning all aspects of the Student Nutrition Program. These areas include, but are not limited to financial management, food production techniques implementing batch cooking methods, effective communication, personnel management, record keeping, sanitation, production records, inventory, ordering and safety regulations and preventive maintenance on equipment.

Qualifications:

Education/Certification:

High school diploma or GED

Food manager certification

Completion of a sanitation course before or during the first year as manager trainee

Special Knowledge/Skills:

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

Ability to manage personnel

Effective communication skills

Effective planning and organizational skills

PC Software literate

Knowledge of HACCP procedures

Experience:

Minimum of one (1) year experience in school nutrition, institutional food service operations.

Minimum of one (1) year experience in Retail Management will be considered.

Major Responsibilities and Duties:

Student Nutrition Management

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen as assigned by the SN Director, Supervisor or Manager.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Assist with the receipt of all deliveries, insuring accuracy, correct quantity, quality and integrity of products, proper dating and storage using the FIFO method of inventory rotation.
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. Assist with maintaining accurate reports of daily and monthly financial, production, and activity records.

8. Assist with maintaining and the submission of accurate information for payroll reporting (time cards, tardiness, and absenteeism).
9. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.

Safety

10. Ensure that food items are stored in safe and hazard-free environment.
11. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
12. Maintain safe work environment.

Inventory and Equipment

13. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
14. Perform preventive maintenance and report needed equipment repairs.
15. Assist the SN Manager in conduct monthly physical equipment and supplies inventory.

Equipment Used:

Large and small kitchen equipment to include, but is not limited to a mixer, pressure steamer, sharp cutting tools, oven(s), dishwasher, and food and utility cart.

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.

Other:

16. Maintains complete confidentiality
17. Performs all other duties as may be assigned by the Director of Student Nutrition or designee.