

East Side Union High School District

Job Title: Child Nutrition Manger I

Description of basic functions and responsibilities:

To plan, organize, supervise, and coordinate the activities and operations of a school food service production center and to participate in and oversee the cooking, preparation, storage, sales, and serving of a variety of foods. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification organize, lead and coordinate the work of others and provide input to the evaluator. This job class is responsible for the successful day to day operations of assigned school food service production center and requires a high level of organizational skills, supervisory skills and designated specialized knowledge.

Supervisor: Director of Child Nutrition Services

Typical Duties:

Organizes, supervises, and coordinates the activities and operations of a food service production center

Organizes, supervises, and assists in the preparation of food in large quantities in accordance with prepared menus

Trains, assigns, supervises, and evaluates the work of assigned subordinate personnel and student assistants

Maintains a variety of work records and logs for student assistants; monitors work attendance, verifies time sheets, assigns grades, etc.

Ensures that food items are properly stored, cooked, and served in a safe, sanitary, and timely manner

Receives food/supplies deliveries; inspects deliveries for proper quantity/quality and takes appropriate action when discrepancies/quality problems occur

Supervises and participates in the daily collection, counting, and proper recording/reporting of money and tickets collected

Reviews, maintains, and prepares necessary records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets, and production reports

Ensures that work sites are maintained and operated in a safe and sanitary manner; training assigned staff in appropriate health and safety regulations; monitoring work conditions and procedures at all times; and submitting work orders for needed maintenance and repairs

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Monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines

Computes, estimates, and requisitions/orders proper food quantities, supplies, and other resources needed for efficient food service operations

Participates in a variety of food service operations as needed; including cooking, serving, wrapping/packaging, cashiering; and cleaning kitchen equipment and work areas

Analyzes profit/loss information for assigned center; adjusting operations to eliminate losses

Organizes and provides special food services upon request

Implements menus following established Federal meal pattern and District menus; substitutes nutritionally equivalent foods as needed

Performs related duties as required

Employment Standards

Knowledge of the proper procedures, methods, and equipment used in the ordering, storing, preparation, and cooking of large quantities of food for institutional food service operations

Knowledge of methods of computing food quantities required by prescribed menu

Knowledge the safe and proper use of equipment, machines, and utensils used in large quantity food preparation operations

Knowledge of the principles and practices of supervision and training

Knowledge of proper record keeping and inventory reporting methods

Ability to plan, organize, direct, and coordinate a school food service kitchen

Ability to understand and carry out both oral and written instructions in an independent manner

Ability to prepare and cook a variety of foods in large quantities

Ability to adjust recipes to meet appropriate quantities

Ability to train, supervise, and evaluate the work of subordinate personnel and student helpers