

## East Side Union High School District

JOB TITLE: Child Nutrition Manager II

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, supervise and coordinate the activities and operations of a multi-unit food service production center and to participate in and oversee the cooking, preparation, storage, distribution, sales and serving of a variety of foods. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification lead and train the work of others including Child Nutrition Manager(s) and other food service personnel. This job class is responsible for the successful day to day operations of a multi-unit food service production center which provides food service for a variety of programs both on and off site and requires a high level of planning, organizational, and supervisory skills designated specialized knowledge of multi-unit food service operations.

SUPERVISOR: Director, Child Nutrition Services

### TYPICAL DUTIES

Organizes, supervises, and coordinates the activities and operations of a multi-unit food service production center providing food services for a variety of programs

Organizes, supervises, and assists in the preparation of food in large quantities for on and off site serving in accordance with prepared menus

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

Ensures that food items are properly stored, cooked, distributed, 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 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

## ESUHSD: Child Nutrition Manager II

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

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

Computes and analyzes profit/loss information for assigned center; adjusting operations to eliminate losses

Organizes and provides special food services upon request; coordinates and oversees food production for catering services

Evaluates menus following established Federal meal patterns and District menus; substitutes nutritionally equivalent foods as needed

Tests recipes and food items, makes recommendations for possible District use

Performs related duties as required

### EMPLOYMENT STANDARDS

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

Knowledge of the standard principles of nutrition as they relate to school meal programs

Knowledge of methods of computing food quantities required by prescribed menu

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

Knowledge of the proper sanitation and safety requirements pertaining to food preparation, storage, serving, and transport

## ESUHSD: Child Nutrition Manager II

Knowledge of proper record keeping and inventory reporting methods

Ability to plan, organize, direct, and coordinate a multi-unit school food service operation

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 direct and coordinate the timely and efficient distribution of large quantities of prepared meals/food items to other locations

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

Ability to communicate effectively in both oral and written forms

Ability to analyze situations, confer with District/School Administrators, and resolve problem areas without immediate supervision

Ability to perform mathematical calculations accurately

Ability to maintain accurate records and prepare reports

Ability to plan for and accurately estimate in the appropriate amounts of food and other resources needed for future use

Ability to properly and safely operate and maintain a variety of food preparation equipment such as ovens, ranges, slicers, mixers, choppers, etc.

Ability to meet the physical requirements necessary to safely and effectively perform assigned duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85