



## FOOD AND NUTRITION SERVICE MANAGER JOB DESCRIPTION

<b>DIVISION:</b> Leadership Services and Planning	<b>GRADE:</b> Technical/Other Professional –Group D
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 190
<b>REPORTS TO:</b> Director of Food and Nutrition Services	<b>FLSA STATUS:</b> Exempt
<b>ESSENTIAL PERSONNEL:</b> Yes (see working conditions)	

<b><u>POSITION SUMMARY</u></b>
To administer the food and nutrition service program at the school level in an efficient and effective manner to meet nutritional requirements and program acceptability for students and staff in accordance with local, state and federal requirements.

<b><u>MINIMUM REQUIREMENTS</u></b>
High school diploma or equivalent
<b>CERTIFICATION:</b> ServSafe Certification
<b>WORK EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Three (3) years of experience in quantity cooking, baking and cashiering in school, government or commercial food service</li> <li>• One (1) year experience in school food service management or successful completion of a school food service assistant manager/intern manager training program</li> <li>• Completion of at least three (3) college level food service training courses, or three (3) approved state or national school food service training courses, or combination of above</li> <li>• Willingness to increase skills and knowledge by attending training courses available relating to School Food and Nutrition program, nutrition, quantity food preparation and management</li> </ul>
<b><u>PREFERRED QUALIFICATIONS</u></b>
<ul style="list-style-type: none"> <li>• Associate’s degree or culinary training</li> <li>• Knowledge of planning, quantity food preparation and service of daily meals</li> <li>• Ability to utilize standardized recipes and recipe conversion as needed. Knowledge of food service equipment. Knowledge of nutrition, health, sanitation and safety regulations</li> <li>• Ability to maintain appropriate inventory levels</li> <li>• Ability to forecast food and non-food needs appropriate for the operation and requisition accurately</li> <li>• Understand and practice basic accounting principles</li> <li>• Ability to use a computer for email, word processing, spreadsheets, Point of Sale, and accountability reporting</li> <li>• Ability to develop and supervise a staff capable of accomplishing the objectives of the program. Ability to conduct nutrition education projects for students</li> <li>• Ability to organize personal management tasks and staff work schedules</li> <li>• Excellent communication skills both verbally and written</li> </ul>
<b><u>SUPERVISES</u></b>
Food and Nutrition Service Cook, Food and Nutrition Service Assistants, Food and Nutrition Service Assistant Manager
<b><u>ESSENTIAL DUTIES</u></b>
<ul style="list-style-type: none"> <li>• Operates the Food and Nutrition Services program according to the procedures outlined in Martin County School District policies and procedures in compliance with all federal and state regulations</li> <li>• Assures Martin County School District standardized recipes are followed</li> </ul>

- Supervises and evaluates Food Service Assistants, cooks, leads, and cashiers
- Trains Assistant Managers and staff
- Supervise up to three food services a day
- Interviews and selects Food Service Assistants, cooks, leads and cashiers utilizing established procedures
- Follows all Martin County School District procedures for handling money and maintaining financial records and reports
- Assures enough food is prepared daily so that every customer is offered the same choices
- Ensures that foods served meet quality standards for appearance, texture, flavor and temperature
- Complete food orders paperwork, payroll and inventory
- Receive food and non-food shipments to cafeteria in accordance to approved procedures
- Attends all manager and in-service meetings or sends an appropriate substitute
- Assures compliance with food safety programs
- Communicate with parents concerning accounts
- Member of the Disaster Recovery Team (Shelter Site)
- Perform other duties as assigned

**Professionalism:**

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

**Working Conditions:** Works in kitchen environment; works with hands in hot water and chemicals approved for use in the School Nutrition Program; may involve exposure to extreme heat and cold.

This position is listed as “Essential” during a declared emergency, and will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty.

**Physical Demands:** Ability to lift and carry a minimum of 50 pounds; ability to lift with the use of a ladder in high places; must be able to properly lift heavy items from a stooping position.

**Medium Work:** Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.

**Vision:** (Which may be corrected) to read small print; view a computer screen for prolonged periods.

**Hearing:** (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

**Speech:** To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

**Upper Body Mobility:** Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Environmental Conditions:** Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Minimum Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification are subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

[https://drive.google.com/file/d/1P7EWWTv2zE0dLAjdY\\_268G6s\\_QI9XZpH/view?usp=sharing](https://drive.google.com/file/d/1P7EWWTv2zE0dLAjdY_268G6s_QI9XZpH/view?usp=sharing)

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

***This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.***