

JOB DESCRIPTION
Pleasanton Unified School District

CHILD NUTRITION MANAGER/SUPERVISOR

Purpose Statement:

The job of Child Nutrition Manager/Supervisor is done for the purpose/s of supervising food services activities at school sites; coordinates food preparation activities; assisting cafeteria workers with food preparation and serving as may be required; confirming quantities and quality of food items are available for use; generating a variety of administrative reports; and complying with mandated health requirements.

Essential Functions

- Coordinates catering orders for the purpose of ensuring the availability of catered food items as needed.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste.
- Inspects food and/or supply deliveries for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items.
- Manages site operations (e.g. create menus, monitor meal accounts, evaluate new products and/or menus, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional and health requirements.
- Monitors food service facilities (e.g. kitchen equipment, trays, utensils, etc.) for the purpose of ensuring a safe, clean and sanitary working environment.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.
- Orients new employees to work center and school site processes for the purpose of providing information regarding site operations and activities.
- Oversees multiple site operations (e.g. creates menus, monitors meal accounts, evaluates new products and/or menus, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health requirements.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting mandated nutritional and health requirements.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of food service operations.
- Prepares reports and documents (e.g. meal program records, inventory reports, reconciliation reports, cash summary, payroll sheets, etc.) for the purpose of providing written support and/or conveying information.
- Processes free and reduced meal applications for the purpose of determining eligibility under program guidelines.
- Processes receipts for the purpose of completing and documenting transactions and/or preparing deposits for pick up.
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items.
- Schedules work hours and assignments for cafeteria employees for the purpose of providing coverage for daily operations.

- Supervises food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains food service workers for the purpose of providing direction and guidance.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; quantity cooking and baking; and food handling and sanitation

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience

Job related experience within specialized field is required.

Education

High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

CA State Food Handlers Certification

Continuing Educ. / Training

Maintain Certifications

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 22