

JOB DESCRIPTION
Pleasanton Unified School District

CHILD NUTRITION ASSISTANT MANAGER

Purpose Statement:

The job of Child Nutrition Assistant Manager is done for the purpose/s of oversees food preparation at central kitchen and assigned site, providing food services at the assigned site that meets the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information regarding meal counts and related activities; and complying with mandated health standards.

Essential Functions

- Attends meetings of employees, student groups, community representative, etc. for the purpose of obtaining and/or providing information and discussing and/or resolving problems.
- Coordinates food service schedules (e.g. cafeteria employees, promotional events, etc.) for the purpose of providing coverage for special events and daily operations.
- Directs food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Directs the transport and delivery of hot and cold food items for the purpose of ensuring the availability of food items in accordance with site requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, supplies and equipment, using a computerized data base, at specific intervals for the purpose of ensuring availability of items.
- Maintains accurate student accounts (e.g. free and reduced meal status, meal count, etc.) for the purpose of providing documentation to meet state, federal and/or administrative 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 equipment and supplies for the purpose of maintaining an adequate inventory to provide nutritional services 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.
- Oversee payments for food items from students and/or staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs for providing nutritional services.
- Oversees safety and sanitation procedures for the purpose of maintaining sanitary conditions and meeting health and safety regulations.
- 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 summaries, 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.
- Promotes food services for the purpose of increasing sales.
- Provides training (e.g. food preparation, health standards, sanitation, methods, computerized point of sale program, etc.) for the purpose of addressing food service program requirements.
- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of balancing accounts and adhering to established accounting practices.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Supervises the preparation, cooking, serving and transportation of food and beverage items at assigned sites for the purpose of meeting time requirements and mandated nutritional and health requirements.

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 single, 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 food service operations; basic bookkeeping and record keeping; and overseeing work activities of others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards related to food handling and storage; safety practices and procedures; principles and methods of quantity food preparation; and personnel practices

ABILITY is required to schedule activities and/or meetings; 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 diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying tact and courtesy; working as part of a team; intermittently perform moderately demanding physical activities; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working under minimal supervision.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some 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: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

CA State Food handlers Certification

Clearances

Criminal Justice/Fingerprint Clearance

Tuberculosis Clearance

Salary Grade

Classified 14