

## **Child Nutrition Manager I Elementary**

### **Purpose Statement**

The job of Child Nutrition Manager I Elementary is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Child Nutrition Director

### **Essential Functions**

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages site operations for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
- Manages assigned site operations (e.g. supervise personnel, evaluate menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and gathering information required to perform job functions.

- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation, when needed (e.g. meal program records, reconciliation reports, etc.) for the purpose of providing written support and/or conveying information for Child Nutrition Program.
- Responds to inquiries of students, staff and the public for the purpose of providing information and direction regarding available food items and food service policies and practices.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; 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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; solving problems; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work 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 climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

#### **Required Testing:**

Post Offer Physical Exam

#### **Certificates and Licenses**

#### **Continuing Educ. / Training:**

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**

**Salary Grade**  
SI