

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

MANAGER-CHILD NUTRITION

DEFINITION:

Under the direction of the Director-Child Nutrition and Principal, lead, oversee and participate in food service operations including the preparation, cooking, serving and selling of food items to meet student needs at an assigned school site; coordinate related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site; ensure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.
- Determine and maintain appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking and preparation; ensure compliance with food quality standards including appearance and nutritional requirements; ensure meals are served in a timely manner.
- Coordinate food service inventory functions; estimate and order appropriate amounts of food items and supplies; oversee the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories; account for student meals.
- Develop and implement weekly menus according to established portion control and recipe guidelines; calculate and adjust recipes for new menu items as directed; coordinate catering functions for special school events.
- Coordinate personnel and activities to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.
- Supervise, train and provide work direction and guidance to assigned personnel; assign employee duties and review work to ensure accuracy, completeness and compliance with established requirements; provide input concerning employee evaluations.
- Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate standard food service equipment including steamers, mixers, slicers, ovens, stoves, various kitchen utensils, dishwashers, a computer and assigned software; utilize and computer and assigned software to perform cashiering transactions and input data as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two (2) years experience in quantity food preparation, cooking, kitchen maintenance or a related field.

Licenses and other Requirements:

- Serve Safe Certification.
- Valid Utah State Class D Driver's License.
- Valid HACCP Certification.
- Hepatitis B Vaccination.
- Criminal Justice Fingerprint/Background Check Clearance.

Knowledge of:

- Methods of preparing, cooking and serving foods in large quantities.

- Sanitation and safety practices related to preparing, handling and serving food.
- General nutrition, food values, food combinations, economical substitutions and menu planning.
- Principles of training and providing work direction.
- Applicable laws, codes, regulations, policies and procedures.
- Inventory practices and procedures including storage and rotation of perishable food
- Proper lifting techniques.
- Record-keeping and report preparation techniques.

Ability to:

- Work independently with little direction.
- Conduct daily inventories and order appropriate amounts of food items and supplies.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Operate a computer and assigned software.
- Oversee food service cashiering functions and account for related transactions.
- Determine appropriate quantities of food items to meet student needs.
- Operate standard kitchen equipment safely and efficiently.
- Follow and ensure compliance with health and sanitation requirements.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Kitchen environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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