

Job Description
MOORE PUBLIC SCHOOLS

8.10

Job Title: **Child Nutrition High School Manager**

Qualifications:

Credentials: County Health Card, previous management experience or training.

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Must demonstrate aptitude for performing task in large scale food preparation; must demonstrate aptitude for performing estimates of food consumption, ordering food, supplies and equipment. Must have experience in volume food preparation and ability to supervise, coordinate, and participate in activities of cooks and other kitchen personnel engaged in preparing and cooking food.

Special Skills, Knowledge, Abilities:

Must be skilled in cooking/baking and serving/clean up in order to supervise and coordinate activities of workers who prepare, cook, serve food, clean premises, wash dishware, and must enjoy working around children. Must train new employees on all equipment and operations, and be able to manage meal preparation and serving for the school. Must be able to keep accurate daily record of meals served and take inventory of supplies and equipment. Participates in preparing and cooking meals and overseeing staff members.

Communication Skills (oral, written, or business): Good communication skills to exchange information give/receive instructions and respond to inquires. Includes filling out forms and documents.

Date Recording/Record Keeping: Performs complex data record keeping operations requiring logging, filing or posting single entry items by computer and at times manually. Ordering/inventory is done on computer and must have a working knowledge of a computer.

Mathematical Skills: Performs complex data record keeping operations requiring logging, filing or posting entry items on computer and at times data entry will be done manually. Ordering/inventory is done on computer and must have a working knowledge of a computer.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure and or training. The most difficult equipment/operation includes the steamers, slicers, mixers, dish machines, and ovens.

Site: Various

Reports To: Child Nutrition Director/Assistant Director/Area Manager

Job Goal (Purpose of Position): Perform skilled level and supervisory level food service duties under limited supervision of a Director/Assistant Director/Area Manager to ensure that food is appetizing and nutritionally suitable for children and meets all health and safety standards. In addition, the goal is to do proper paper work to handle money or other charges/non charges and to properly record information for reimbursement.

Contact with Others: An incumbent in this position has regular contact with members of own staff, faculty and students. Effective interpersonal interaction and public communication skills are essential to work with staff and students. The employee must not only enjoy working with children but must set a proper example with parents, students, staff, faculty and administration members.

Other Performance Measures:

Successful performance of the job requires excellent people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accidents and injury. It requires following and enforcing school dress standards, proper attendance or leave policies and other work habits concerns. The employee must use initiative and self discipline to get the work done.

Performance Responsibilities:

1. Assigns and trains cooks in each department
2. Oversees and helps prepares breakfast and lunches to meet or exceed federal regulations.
3. Oversees meal preparation and ensure that menus are followed and adapted to include but not limited to possible 1200 meals per day.
4. Works with principal to ensure that meals are prepared and served to meet scheduled eating periods. Works with those assigned to meal duty to ensure the cafeteria behavior is consistent with school policies.
5. Oversees or performs accurate cashiering duty functions at point of sell, as well as receive monies to be place on accounts for students/adults for those eating
6. Count and record accurately deposits of all transactions (monies) daily
7. Keeps accurate records of inventory commodity and purchased items

Child Nutrition High School Manager

(3 of 3)

8. Keep accurate production records for recording meals and quantity of food prepared.
9. Turn in all paper work in a timely manner as directed by Child Nutrition Director/Assistant Director.
10. Performs other duties or assignments as given by Child Nutrition Director/Assistant Director.

Supervision Exercised: An incompetent supervised other cooks

Physical/Mental Requirements and Working Conditions:

Walking/standing is required 4-6 hours per day. Frequent bending/stooping and squatting/crouching, occasional crawling/kneeling, and climbing; must reach above shoulder and push/pull occasionally on the job. Frequent lifting up to 35 pounds and occasional lifting up to 50 pounds.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have ability to communicate with patrons, school faculty and students in a professional manner. Must be able to run a computer and recall names and numbers.

Job requires working around noise of machines and equipment; in fluctuation temperatures and in humid environments, and round hazardous equipment, boiling liquids and hot ovens, stoves, dishwashers etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for other safety and health.

Terms of Employment: 190 days per year

Salary: Category C

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Terms of Employment: To be assigned at time of employment

Approved: 03-10-08