

### Child Nutrition Manager II – Production Kitchen

#### Purpose Statement

The job of Child Nutrition Manager II – Production Kitchen is done for the purpose of managing large scale food and nutrition production and services for District sites; ordering, receiving, distributing and storing large amounts of inventory for District food service programs; leading the preparation, packaging and distribution of on-site cooked food; serving students appealing and nutritious meals in an organized, efficient environment; overseeing assigned personnel; providing information to others; and scheduling work assignments within established time frames and standards.

This job reports to Assigned Supervisor

#### Essential Functions

- Communicates with Child Nutrition Supervisor and Child Nutrition Director for the purpose of ensuring optimal Production Kitchen performance.
- Confers with Health Inspector for the purpose of ensuring optimal Production Kitchen operation.
- Implements assigned activities and projects (e.g. temperature tracking in freezers and refrigerators, kitchen equipment operation, inspection of all work areas, washing and cleaning of preparation and serving equipment, etc.) for the purpose of ensuring optimal implementation of daily District nutritional services and activities.
- Manages a variety of processes for all District Food Services Sites (e.g. preparing orders, large-scale food preparation, loading food and supplies safely and efficiently for transportation to all school sites, preparation of daily transport records identifying food and supplies requested by each school site, creation of forecast documents for all school kitchens, etc.) for the purpose of ensuring efficient daily preparation and delivery of food for all District sites.
- Monitors sanitation, health, and safety records for the purpose of maintaining high standards of safety and sanitation.
- Oversees food preparation on daily menu which has been tested for acceptability for the purpose of ensuring quality, flavor, and appearance of daily meals.
- Oversees receiving inventory, preparation and transport records, food preparation, inventory control for the purpose of ensuring quality and quantity of goods and supplies and optimal implementation of site deliveries.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information required to implement efficient Production Kitchen processes.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Recommends policies, procedures and actions for the purpose of providing direction for meeting the district's goals and objectives.

- Oversees personnel and processes of department functions for the purpose of ensuring that the nutrition site functions are performed safely and efficiently.
- Trains kitchen personnel for the purpose of ensuring satisfactory food service preparation and delivery.

### **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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; and enforcing rules and regulations.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; school food kitchen and Production Kitchen operation; methods of quantity food service preparation, serving, and storage; record keeping; required sanitation and safety practices; and nutritional standards; codes/laws/rules/regulations/policies; methods of instruction and training; quantity cooking; and school safety and security practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; providing accuracy and attention to detail; analyzing issues and determining appropriate course of action; displaying tact and courtesy; maintaining confidentiality; multitasking; organizing tasks; working with frequent interruptions; maintaining records and preparing reports; working independently; and communicating effectively.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work 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 20% sitting, 40% walking, and 40% standing. The job is performed under extreme temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Community college and/or vocational school degree with study in job-related area.

**Required Testing**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Certificates and Licenses**

CA Food Manager ServSafe Certification

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

May 17, 2022  
(Range  
Change)

**Salary Grade**

Range 18