

### Child Nutrition Manager

#### Purpose Statement

The job of Child Nutrition Manager is done for the purpose of supervising and managing food and nutrition services and activities of an intermediate/secondary level food service program to ensure the preparation and serving of nutritious meals at assigned school site; utilizing organized, efficient, appealing, and professional processes; ensuring a clean, attractive serving environment; overseeing assigned personnel; providing information and direction to others; and scheduling work assignments within established time frames and standards.

This job reports to Assigned Supervisor

#### Essential Functions

- Acts as cashier for the purpose of providing accuracy and documentation.
- Communicates with staff, teachers, and site personnel for the purpose of accurate interaction, job performance, and stakeholder communication.
- Confers with Supervisor for the purpose of ensuring optimal nutritional site operation, program adherence, health and safety regulation compliance, and work flow operations.
- Develops forecasts for the purpose of implementing work flow and food services for the assigned site, following required regulations and standards.
- Implements assigned activities and projects (e.g. inventory control, preparation for health inspections, resolution of student complaints, lunch preparation for school schedule changes, new recipe implementation, administration requests, etc.) for the purpose of providing optimal food service and complying with regulatory requirements and established guidelines.
- Manages preparation of food for the purpose of ensuring accurate menu implementation.
- Monitors all food processes for daily menu which has been tested for acceptability for the purpose of ensuring, quality, flavor, and presentation of daily meals, while following mandated health and safety regulations.
- Oversees and plans all daily school site food service processes for the purpose of ensuring compliance with all established procedures and regulations.
- Oversees quality and quantity for the purpose of ensuring quality and that student dietary needs are met.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information required to perform functions.
- Prepares food for the purpose of ensuring accurate and assigned menu implementation.

- Prepares the processing of a variety of materials (e.g. reports, memos, letters, temperature logs, production records, parent e-mails regarding negative balances and payments for student accounts, etc.) for the purpose of ensuring accurate implementation of all assigned child nutrition processes.
- Implements school site food service processes (e.g. operating kitchen equipment, reporting equipment operational problems, maintaining inventory storage, monitoring sanitation of work and serving areas, etc.) for the purpose of providing necessary support for optimal kitchen operation.
- Recommends policies, procedures and actions for the purpose of providing direction for meeting the district's goals and objectives.
- Supervises food service operation at assigned site for the purpose of implementing and maintaining all regulations and compliances of the national school breakfast and lunch program during daily preparation and serving of foods.
- Oversees personnel and processes for the purpose of ensuring that the site functions in a safe, professional, and efficient manner.
- Trains personnel for the purpose of ensuring effective implementation of food service processes.

### **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; managing assigned projects; preparing and maintaining accurate records; and directing staff members.

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 operation; methods of quantity food service preparation, serving, and storage; record keeping; required sanitation and safety practices; 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 number of activities, meetings, and/or events; 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 similar types of data; 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 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; 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; directing other persons within a small work unit; 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:** One year experience in quantity food cooking, baking, and preparation.

**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 14