

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

January 2009

SECTION I: GENERAL INFORMATION

Position Title: Child Nutrition Manager II – HS or MS	Department: Child Nutrition
Immediate Supervisor's Position Title: Child Nutrition Director	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-3	Bargaining Unit: Child Nutrition
Job Summary: Under the direction of the Child Nutrition Director, the Child Nutrition Manager II is responsible for all food production services and functions in a large kitchen facility within the District. The Child Nutrition Manager II ensures that the department operates in a professional manner, is adequately staffed, and fulfills the client and customer expectations. This position maintains and oversees food preparation and merchandising of a large production kitchen to ensure customer satisfaction while maintaining high standards. The classification of Child Nutrition Manager II differs from that of a Child Nutrition Manager I in that the former is primarily responsible for coordinating a larger staff and for coordinating a larger production facility which accounts for a higher level of complexity associated with the duties of the classification.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees have a responsibility to be familiar with the facility's safety and emergency procedures and to comply with these rules and guidelines incorporating safe work practices and to use all safety devices according to established procedures.

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	30%	Direct, supervise and evaluate Child Nutrition Associates in food preparation and service to ensure that overall kitchen production, safety and quality considerations are met.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Schedule employees and evaluate workloads to ensure that resources are utilized efficiently and effectively. Arrange for substitutes as necessary in the absence of kitchen staff. Monitor and evaluate staff performance Train with staff to improve performance and development needs and cross-train employees. Inform the Child Nutrition Director of performance difficulties and concerns with personnel issues. Conduct staff meetings on a regular basis. 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
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Percent of Time:	30%	Plan, coordinate and provide baking, cooking and food preparation services of food products for the daily food service operation and special functions.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Bake and cook food products for breakfast, lunch, salad bar and/or a la carte lines according to daily menu needs. • Utilize pre-made (i.e. frozen) items, if applicable, and cuts, portions, pans and cooks and/or bakes items. • Prepare food items according to standardized recipes for quantity food production. • Assist and/or prepares food items for main line and/or a la carte lines. • Review past, current and future menus to calculate needs and forecast and prepare amounts required. • Prepare daily production records as required by USDA, submit to District Child Nutrition Office Specialist. • Coordinate all food production including breakfast, lunch, salad bar, specials, other menu items and catering requests. • Cover, label, date and store food items appropriately. • Follow HACCP established procedures 		

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	10%	Evaluate, monitor and promote marketing of a la carte food items.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Review a la carte offerings and sample new products. • Monitor sales and promote marketing of a la carte food items. • Assist in pricing of a la carte items with the Child Nutrition Office Specialist and Director. 		

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:	10%	Assist in the ordering, inventory and delivery of food and supply items.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Calculate needs and order food and supply items from established vendors. • Verify accuracy of daily deliveries in comparison to order placed. • Sort, distribute and store supplies in appropriate areas. • Organize and rotate products in all storage areas according to expiration dates. • Maintain adequate inventory of food and supplies and prepare inventory reports, as requested. • Follow HACCP established procedures 		

Duty/Responsibility No:	5	Statement of duty/responsibility:
Percent of Time:	10%	Assist in the running of computer “point of sale” programs.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Monitor trays to ensure that qualifying food items for a reimbursable meal are taken. • Input purchases into computer system during lunch periods or other times throughout the day. • Operate cash register as required during the school day and calculate cash amounts from register and balances daily. 		

Duty/Responsibility No:	6	Statement of duty/responsibility:
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Percent of Time:	5%	Follow and maintain standards of cleanliness and sanitation.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Prepare daily, weekly, and monthly schedules to clean, sanitize, and organize kitchen, storeroom, freezer and cooler. • Comply with expectations for appearance and personal hygiene. • Follow proper procedures for handling various food items. • Keep work surfaces, equipment, counters, tabletops, chairs and sinks clean. • Clean and sanitize pots, pans and utensils used in meal preparation and serving. • Sweep and mop kitchen, storage and lunch room areas. • Dispose of boxes, cans and other waste items according to established procedures. • Ensure that the kitchen meets health and safety laws and regulations. 		

Duty/Responsibility No:	7	Statement of duty/responsibility:
Percent of Time:	5%	Performs other comparable duties of a like or similar nature as assigned.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Attend training sessions, district departmental meetings and in-services. • Train and learn other activities, functions and job assignments within food production operations as delegated by the Child Nutrition Director. • Act as resource person and handle complaints, comments and concerns regarding food items, menus, catering or kitchen staff and refer concerns to Principal or Child Nutrition Director, as necessary. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of state and federal guidelines for food 	
	2nd year graduate level			

	Doctorate level	<p>preparation and cleanliness.</p> <ul style="list-style-type: none"> • Knowledge of point of sale programs used in food service. • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of all chemicals and food items and materials. • Knowledge of cleaning techniques and materials. • Knowledge of calculating recipes, cooking, baking and preparing food for institutions. • Knowledge of all applicable cooking tools and equipment. • Knowledge of department administrative, recordkeeping and purchasing procedures and requirements.
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Required Work Experience in Addition to Formal Education/Training:

At least three years of prior related work experience in a large food production kitchen.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring:</p> <ul style="list-style-type: none"> • Food Manager Certification from Minnesota Department of Health. • SERVSAFE Certification from the National Restaurant Association.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Coordinating, delegating, leading and training kitchen staff in duties and responsibilities. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Use and operation of point of sale programs and computers. • Ability to operate a cash register, computer and calculator. • Planning, prioritizing, and organizing tasks and functions. • Ability to work independently with minimal supervision. • Ability to calculate and order products and supplies needed. • Ability to calculate and adjust recipes and utilize basic math principles. • Ability to prepare, bake and cook food and utilize menu preparation skills. • Operating dishwashers, food dispensers and other kitchen equipment. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Ability to work over time for after hour school activities requiring catering. • Ability to read, understand, and follow safety procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	Child Nutrition Associates I, II and III	6-8 staff
	TOTAL	6-8

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell			X	
Physical (push & pull, Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Created 09/03 by BCC

Revised 04/04 by BCC

Revised 05/05 by JK

Revised 02/12 by Human Resources