

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

January 2009

SECTION I: GENERAL INFORMATION

Position Title: Child Nutrition Manager I - Elementary	Department: Child Nutrition
Immediate Supervisor's Position Title: Child Nutrition Director	FLSA Status: Non-Exempt
Band/Grade/Subgrade: C-4-2	Bargaining Unit: Child Nutrition

Job Summary:

Under the direction of the Child Nutrition Director, the Child Nutrition Manager I is responsible for all food production services and functions in a small kitchen facility within the District. The Child Nutrition Manager I ensures that the kitchen 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 small production kitchen to ensure customer satisfaction while maintaining high standards. The classification of a Child Nutrition Manager I differs from that of a Child Nutrition Manager II in that the former is primarily responsible for coordinating a smaller production staff and a smaller production facility which accounts for a classification of somewhat lower complexity level as compared to the Child Nutrition Manager II.

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: Direct, supervise and evaluate Child Nutrition Associates in food preparation and service to ensure that overall kitchen production, safety and quality considerations are met.
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- 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: Plan, coordinate and provide baking, cooking and food preparation services of food products for the daily child nutrition operation and special functions.
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- 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.
- Calculate meal counts and determine quantities of food items 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: Serve food ensuring correct portions are given out and that health and safety standards are met.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Keep serving lines running smoothly including ensuring food is kept at proper temperatures and correct portions are served.
- Replenish food lines, as needed.
- Assist with setting up and breaking down main food serving line and serving food as needed.

Duty/Responsibility No:	4	Statement of duty/responsibility: Assist in the ordering, inventory and delivery of food and supply items.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- 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: Assist in the running of computer “point of sale” programs.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- 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.

Duty/Responsibility No:	6	Statement of duty/responsibility: Follow and maintain standards of cleanliness and sanitation.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- 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: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- 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:		
	2nd year graduate level			
		<ul style="list-style-type: none"> • Knowledge of state and federal guidelines for food 		

Doctorate level	<p>preparation and cleanliness.</p> <ul style="list-style-type: none"> • Knowledge of point of sale programs used in child nutrition. • 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 small 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. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Coordinating, delegating, leading and training kitchen staff in duties and responsibilities. • 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 child nutrition 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	1-4
TOTAL	1-4

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