

Union Public Schools Job Description

Position Title: Child Nutrition Assistant Manager
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Non-exempt

SUMMARY: Responsible for food production and for ordering and inventory of supplies and food. Assists in supervision of employees. Takes over for manager when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Reports to work on time, in proper uniform, ready to work.
- Assists with ordering of foods, supplies, chemicals, produce, direct delivery items.
- Assists with perpetual, daily, and monthly inventory of foods, supplies, and chemicals.
- Assists with keeping storeroom and walk-ins in order and proper supply levels.
- Works with various software applications, entering and retrieving data as needed, such as Nutrikids, production records for all meal programs, WebSmart student information system, grocery orders.
- Assists with completion of daily deposits in accurate method, and with change fund for registers.
- Demonstrates a working knowledge and assures compliance of the USDA regulations, nutrition standards, culinary standards, food sanitation standards, and workplace safety standards.
- Assists in completion of all necessary paperwork, such as accident reports, negative balance letters, employee counseling forms, daily sales and meal count, production records, inventory, food safety, and workplace safety sheets.
- Assigns and determines employee daily work schedules and duty assignments.
- Assists with after school snack program and supper meal program.
- Operates cash register as needed.
- Assists with processing (pre-approving) and assimilating free and reduced meal applications.
- Rotates weekly cleaning jobs and assures kitchen and dining facility is clean.
- Assures batch cooking and the freshest and highest quality of food production occurs.
- Assists with training of employees.
- Assists with leading the team meetings and problem solving with staff.
- Helps where needed when his/her duties are completed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises two or more full time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED). Previous experience with quantity food preparation and service. Completion of the State Department of Education School Food Service statewide training program or equivalent preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires Servesafe certification or must obtain Servesafe certification after hire within a time frame designated by Director of Child Nutrition.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Good organization and math skills; ability to lift 50 pounds; ability to perform job and communicate in a noisy environment. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned foods, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and occasionally will walk on slippery surfaces. They employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job. The employee will work with strong, toxic, or caustic cleaning agents.

The noise level is frequently loud enough that the employee must raise his/her voice to be heard.