



talk and hear. The employee is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**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. The employee is subject to different temperatures for short periods of time, cool to cold environment (freezer, walk-in cooler) and high humidity/heat (stoves, ovens). The noise level in the work environment is usually noisy.

**REPORTS TO** Supervisor, Department of Nutrition Services

#### **GENERAL RESPONSIBILITIES**

1. Coordinates food service program (breakfast and lunch) with the Supervisor and Director of Nutrition Services.

#### **SPECIFIC RESPONSIBILITIES**

1. Prepares the highest quality food for presentation and sale.
2. Assumes responsibility for food, supplies, equipment, personnel, budget, financial solvency data and records for audit.
3. Develops annual goals and objectives and sets program benchmarks for food, labor, commodity and supply costs, meal participation and revenue projections.
4. Interviews, schedules, supervises and evaluates food service employees. Makes recommendations for appointments and re-appointments for food service workers at the end of the school year.
5. Identifies training needs and provides in-service training programs for employees. Utilizes a variety of methods to enhance employee morale and encourage teamwork.
6. Plans, purchases and places all orders for food and supplies according to the centralized menu in a timely manner and in according to delivery schedules.
7. Receives all goods, and, upon delivery, compares against delivery tickets, checks weight, condition, prices, and adherence to specifications.

8. Prepares high quality nutritious food by following centralized menus, using effective meal production techniques, following standardized recipes, and utilizing batch cooking techniques.
9. Markets menu and a la carte items through planned promotions, tasting parties, and point of sale marketing. Meets with students to identify menu preferences and tastes new food products to identify methods to increase meal participation.
10. Completes and submits daily reports and invoices, etc., on a timely basis. Opens and closes food service facility daily. Completes monthly physical inventories.
11. Maintains high standards of sanitation. Follows all Health Department regulations, corrects any violations immediately and posts inspection reports.
12. Provides safe and healthy environment for employees. Reports accidents as instructed by Workers' Compensation Adjuster.
13. Implements the requirements of the USDA, State Department, and County Food Service policies/Food Service Manual in regards to new recipes using commodity items.
14. Prepares food samples for testing by Nutrition Services staff.
15. Creates new menu ideas and performs catering functions as needed.
16. Teaches culinary techniques as applicable.
17. Assists with classroom instruction in nutrition education and teaches culinary techniques as applicable.
18. Attends district in-service training and monthly manager meetings.
19. Performs other duties as assigned.

#### ADDENDUM TO RESPONSIBILITIES:

*Nutrition Services Manager - Administrative Center Cafeteria only:*

Develops recipes utilizing USDA commodities, adhering to District Wellness Policy and USDA Guidelines.