

DeKalb County School District

Position Specification

Title: **Manager, School Nutrition**

DIVISION	School-Based	LEVEL	SU1
DEPARTMENT	School-Based	FLSA	Exempt
REPORTS TO	Manager, Food Service	APPROVED (HCM)	07/02/2012
CLASSIFICATION	Supervisor I		
CALENDAR	10 Month		
RETIREMENT	Teachers Retirement System		

General Statement of Job

Under general supervision, supervises the school nutrition program at an assigned school site and ensures healthy meals are provided to students and teachers in the DeKalb County School District (DCSD).

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supervises and trains school nutrition personnel to ensure adherence to local, state and federal guidelines.
- Prepares daily work schedules; assigns duties and food preparation times.
- Supervises meal preparation; plans menus for each week to ensure state guidelines are met.
- Maintains inventory control; orders food and paper supplies in order to meet weekly production needs.
- Maintains responsibility for budget, cost containment and staffing.
- Prepares cleaning and maintenance schedule to ensure department sanitation.
- Ensures proper food handling procedures and temperatures are maintained at all times; confirms all health and sanitation procedures are being followed.
- Balances cash receipts and deposits.
- Ensures that student meal applications are completed properly and submitted in a timely manner to be processed.
- Educates students on making healthy food choices.

- Enters data into the computer system to produce accurate reports for submission to the state department; ensures all state accountability forms are accurately completed on a daily, weekly and/or monthly basis.
- Performs other duties as assigned.

Education and/or Experience:

- High school diploma or GED equivalent supplemented by education/training in Food and Nutrition, Food Service Management or closely related area is required.
- Minimum of three (3) years institutional food service or closely related experience is required.

Certificates, Licenses, Permits:

Georgia Department of Education Training-in-Depth core courses (1-4) certification must be obtained within four years of employment. Certification must be valid throughout duration of employment [Renewal every three (3) years]. ServeSafe Certification must be obtained within 90 days of employment and valid throughout duration of employment [Renewal every five (5) years]. Documented completion of the two-step Tuberculosis Screening test within one (1) year of hire and annually upon hire.

Knowledge, Skills & Abilities:

Knowledge of personnel management and training; nutrition and nutritional value of foods; food handling preparation, service, safety; sanitation; cash management; and all related and established policies and procedures.

Skill in effective oral and interpersonal communication; food preparation and disposal; inventorying and ordering food service supplies; identifying equipment problems and submit appropriate service requests; time management; record keeping; basic mathematics.

Ability to establish and/or implement sanitary practices for food handling; general cleanliness, and maintenance of kitchen and dining areas; use relevant computer applications; maintain confidentiality; prioritize assignments; manage multiple tasks simultaneously; read and follow directions; lift at least 30 lbs.; meet all safety regulations; and stand for periods of three (3) hours without breaks.

ADA Requirements:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____