JOB DESCRIPTION

San Leandro Unified School District

Food and Nutrition Services Manager A

Purpose Statement

The job of Food and Nutrition Services Manager A is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing, operating and supervising a school site kitchen; managing satellite service operations; preparing food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; serving food; and maintaining facilities in a safe and sanitary condition.

This job reports to Executive Manager of Food and Nutrition Services

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Essential Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains and prepares a variety of electronic and manual records for the purpose of completing participation reports, production records and other required documents.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, distribution and service of food at the school site and satellite kitchens for the purpose of meeting required program rules for child nutrition and health standards.
- Oversees the portioning and packaging of foods/meals for the purpose of assuring that National School Lunch and Breakfast Programs meal requirements are met.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Supervises and evaluates assigned food service employees for the purpose of providing oversight and evaluation of cafeteria workers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; an health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates
ServSafe Certificate

Continuing Educ./Training

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA Status	Board Approval Date	Salary Range
Exempt	November 10, 2015	85

JOB DESCRIPTION

San Leandro Unified School District

Food and Nutrition Services Manager B

Purpose Statement

The job of Food and Nutrition Services Manager B is done for the purpose/s of providing support to district food services by organizing, operating and supervising high school centralized food service production kitchen operation; overseeing a la carte program for elementary school site; verifying quantities and specifications of orders; serving food; and maintaining facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: Food and Nutrition Services Manager B differs from Food and Nutrition Services Manager A due to a greater number of staff to supervise, more meals prepared and served, and a greater number of work days.

This job reports to Executive Manager of Food and Nutrition Services

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Essential Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains and prepares a variety of electronic and manual records for the purpose of completing participation reports, production records and other required documents.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, distribution and service of food at the school site and satellite kitchens for the purpose of meeting required program rules for child nutrition and health standards.
- Oversees the portioning and packaging of foods/meals for the purpose of assuring that National School Lunch and Breakfast Programs meal requirements are met.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Supervises and evaluates assigned food service employees for the purpose of providing oversight and evaluation of cafeteria workers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; an health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

ServSafe Certificate

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Exempt	November 10 2015	80