San Leandro Unified School District
Job Description

Food and Nutrition Services Manager A

Definition:
Under the direction of the Executive Manager of Food and Nutrition Services, is responsible for organizing, operating and supervising a school site kitchen with an enrollment of 700 to 1200 students with an a la carte program and that prepares adult meals, and manages satellite service operations that packages and transports meals for one to two elementary school sites.

Representative Duties and Responsibilities:

- Organizes and supervises the centralized food service production kitchen operation in conformance with federal and state laws and regulations, local and state ordinances and school district policies.
- Plans and supervises the preparation of all food items following menu guidelines.
- Oversees the preparation, distribution and service of food at the school site and satellite kitchens and meets delivery guidelines.
- Assigns, directs and performs necessary work in the centralized food service production kitchen.
- Oversees the portioning and packaging of foods/meals to assure that National School Lunch and Breakfast Programs meal requirements are met.
- Orders and requisitions food and supplies in the proper amounts and takes delivery of merchandise.
- Maintains inventory of food and supplies.
- Establishes and maintains systems to check, inspect, and properly store food and supplies.
- Completes participation reports, production records and other paperwork/records as required.
- Responsible for overseeing the tabulating of daily sales and coordinating for deposit to bank.
- Coordinates and evaluates merchandising and sales of a wide variety of a la carte food items, meals and catering items.
- Oversees and performs duties related to the on site school lunch student accountability computerized cash register system.
- Operates and trains employees on the operation of kitchen equipment.
- Implements and oversees kitchen safety and sanitation procedures to be in compliance with County Department of Environmental Health Regulations and District policies.
- Maintains proper care of kitchen equipment.
- Trains employees on and performs cashiering duties either manually or utilizing a computerized cash register system.
- Supervises and evaluates assigned food service employees.
- Performs other related duties as assigned.

Working Conditions:
ENVIRONMENT: Kitchen / School site environment

Qualifications:

Education and Experience:

- High School diploma or equivalent.
- At least three years of experience in quantity food preparation or service.
- At least one year of recent experience as a school food service manager or equivalent.
- Pass District test.

Knowledge of:

- Quantity food preparation principles and practices.
- Understanding of National School Lunch and Breakfast Programs meal requirements.
- Safety and sanitation procedures relating to food preparation and serving.
- Proper serving and storage of food.
- Proper care, use and maintenance of kitchen equipment.
- Inventory control and cash operations.
- Basic math and accounting skills.
- Basic computer skills.
- Interpersonal skills.

Ability to:

- Maintain cost effective, efficient, sanitary and quality centralized food service production kitchen operation
- Coordinate and oversee the service of meals for a group of schools.
- Work independently and with direction.
- Work cooperatively with others.
- Operate kitchen equipment and instruct others on operation.
- Keep appropriate food preparation, production and service records.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work and the work of employees.
- Perform moderately heavy manual tasks.
- Communicate effectively both orally and in writing.
- Follow oral and written instructions.

Physical Requirements:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	4		Lift/carry 0-10 lbs	4
Twist	4		Lift/carry 0-10 lbs	4
Squat	3		Lift/carry 0-10 lbs	3
Kneel	2		Lift/carry 0-10 lbs	1
Climb	2		Stand	4
Reach above shoulder	3		Walk	4
Grip/Grasp	4		Sit	2
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to See	4		Ability to Hear	4