San Leandro Unified School District
Job Description

Food and Nutrition Services Manager B

Definition:
Under the direction of the Executive Manager of Food and Nutrition Services, is responsible for organizing, operating and supervising the San Leandro High School main campus centralized food service production kitchen operation, with an extensive a la carte program that packages and transports meals for several elementary school sites, and that prepares adult meals and catering orders.

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 centralized food service production kitchen 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 four years of experience in quantity food preparation or service.
- At least two years 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