

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: FOOD & NUTRITION
TITLE: FOOD & NUTRITION MANAGER I
CALENDAR: [FOOD & NUTRITION MANAGER I](#)
SALARY: [GRADE 11](#)

Job Goal To plan, coordinate and supervise meal service in a school cafeteria with the ability to meet or exceed the organizational vision/mission.

Minimum Qualifications:

- Ability to read and write English as it pertains to job functions
- Satisfactory criminal background check
- Ability to walk, reach, climb or balance, stoop or kneel.
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- High School Diploma or equivalent desired
- Must possess a Food Managers certificate
- One to two years experience in progressively responsible positions in large quantity food preparation
- Knowledge of HACCP, and work place safety requirements
- Ability to organize and direct the work of others
- Knowledge of operation of all kitchen equipment
- Must display ability to work with figures and to make arithmetic calculation
- Must display ability to communicate with staff, students and parents regarding food service program
- Must have knowledge and adhere to all policies, regulations and rules

Core Job Functions:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Maintain courteous relationships with students, staff, parents and treating others with respect
- Participate in student's daily school experience in a constructive and appropriate manner
- Supervise food service and preparing food items as requested for a school kitchen
- Supervise, training, scheduling and evaluating up to 5 employees
- Review free and reduced lunch applications
- Maintain kitchen in a clean, sanitary and safe condition
- Verify and monitoring HACCP procedures, including temperature logs
- Maintain a variety of records and preparing reports, including daily cash report, menu production sheets, employee schedules, free/reduced lunch roster, etc.
- Keep inventory records and taking inventory and valuing according to established district procedures
- Order food and supplies from vendors, warehouse, production center daily/weekly
- Maintain student accounts, collecting money and making summary reports as requested
- Be responsible for all production records associated with the program
- Verify cash collected to cash register report and plate count, and reconciling discrepancies
- Maintain labor hours within budget guidelines
- Work with student clubs in planning special activities in the dining area (i.e.: promotions, BBQ, Fine Dining)
- Coordinate set up of special functions on site

- Be flexible and performing other duties relating to general job function as assigned by supervisor
- Perform related work as required
- Perform all duties in a safe and prudent manner as directed by supervisors
- Participate in and/or leading in-service programs

Core Values/Professional Qualities:

- Function effectively as a team member
- Direct constructive criticism toward improving the district
- Be flexible and adaptable to change
- Exercise positive problem solving behavior and conflict resolution skills
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Positively accept direction
- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Adhere to the dress code appropriate to the site and job
- Follow policies, guidelines, procedures and directives
- Work with a large cross section of people in a professional and non-judgmental manner
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Be responsible, reliable and punctual

Physical Requirements – Heavy Work

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.