



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Child Nutrition Secondary Manager** FLSA Status: **Non-Exempt**  
 Job Family: **Child Nutrition** Pay Range: **CN20H**  
 Prepared/Revised Date: **November 4, 2015** Job Code: **60750**

**SUMMARY:** Responsible for providing quality, efficient and cost-effective management of a single secondary school kitchen. Perform and oversee all aspects of food preparation and service of meals including scheduling, directing, training and supervising child nutrition workers. Maintain and review all kitchen financial records and reports. Order, receive, store, rotate, and inventory all food and supplies. Respond to staff and/or customer service issues. Comply with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display exceptional customer service skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise, direct, monitor and assist kitchen team with timely preparation and serving of high quality, safe menu items, cashiering and cleanup. Monitor, participate and assure compliance with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Ensure meals are served according to planned menus and comply with meal pattern requirements per state, federal and department guidelines.	D	30%
2. Maintain and ensure complete and accurate daily production records. Maintain inventory of supplies including ordering, receiving, storage, and rotation of stock. Monitor and control food quality, food costs and food waste.	D	20%
3. Assist with meal preparation and service of meals by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bars. Work with customers, staff, building and department to increase meal participation.	D	15%
4. Provide and document orientation and on-the-job training for kitchen personnel. Follow assigned staffing and ensure kitchen staff follows scheduled hours. Assist with the hiring of Child Nutrition staff. Provide feedback to staff on performance and complete performance evaluations for Child Nutrition Workers.	D	10%
5. Maintain, ensure and review all kitchen financial records, including deposits; review financial reports, inventories, and other reports. Verify that all meal counts, deposits, and change funds are accurate and completed daily.	D	10%
6. Communicate, coordinate and resolve issues with principal, school staff, parents and supervisors. Ensure kitchen staff provides excellent customer service to all customers. Display accurate and quality signage, marketing and food presentation of all meals.	D	10%
7. Attend all required departmental training and follow, educate and ensure district department directives are complied with for all kitchen staff.	A	2%
8. Attend work and arrive in a timely manner according to established schedules.	D	1%
9. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or GED
- Two years of experience in institutional food service operations or a related field - Supervisory experience preferred
- Equivalent combination of education and experience acceptable



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Larimer County Food Safety Training required after hire
- ServSafe Certified annually

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- English language skills
- Ability to count money and make change
- Basic reading, writing, and math skills
- Ability to communicate positively with customers, staff, parents, supervisors and community members
- Ability to work as a team
- Ability to follow oral and written instructions
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge and skills in food preparation, service and efficiency
- Ability to effectively train employees in various food service skills
- Ability to work various shift times, including early mornings
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers and peripherals
- Ability to use a calculator and learn the point of sale accounting system
- Basic operating knowledge of and experience with all kitchen equipment on site including oven, steamer, dishwasher, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Child Nutrition Worker	Varied based on location

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Quiet	
Moderate	
Loud	X
Very Loud	