

# New Albany-Floyd County Consolidated School District

## Food & Nutrition - Manager (144)

### JOB POSTING

---

#### Job Details

Title

**Food & Nutrition - Manager**

Posting ID

**144**

Description

**TITLE:** Site Manager - 7.5 hour shift  
**DEPARTMENT:** Food & Nutrition Services  
**PAY RATE:** \$15.87 - \$18.93 hourly (*based on experience and location*)  
**LENGTH:** 6:00 am - 2:00 pm (*30 minute lunch break*)  
**REPORTS TO:** Director of Food & Nutrition Services

**SUMMARY:** Under the direct supervision of the Director of Food Services, is responsible for efficiently and effectively managing the School Food Service program to ensure that federal, state, and local procedures, policies and regulations are strictly adhered to; supervises and seeks to improve Food Services staff performance; and serves nutritionally balanced and attractive meals/food within the financial guidelines and restraints of the New Albany-Floyd County Schools Food Service programs.

#### **QUALIFICATION:**

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 disability to perform the essential functions.

- **Education and/or Experience:** High school diploma or GED, a minimum of three years successful experience in quantity food preparation and knowledge and skills of food service helper, production worker and assistant manager. Prefer training in nutrition, food production and food service management knowledge of managing food service budgets; understanding meal pattern requirements of the National Breakfast and Lunch Programs.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, school personnel and others.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, proportions, percentages, and volume. Understands productivity measurement i.e., labor cost as a percentage of revenue.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Proficient in Microsoft Word, Microsoft Excel, and Microsoft Outlook. Working knowledge of accountability program, inventory program, and direct order entry system to major vendors.
- **Certificates, Licenses and Registrations:** Certified in food service sanitation by Board of Health
- **Other Qualifications:** Must pass a food service sanitation course with a passing grade of 87%. Must pass a food service competency test with a grade of 90%.

#### **RESPONSIBILITIES:**

- **Program Accountability:** Follows federal, state, and local regulations for safe food preparation and storage. Takes pro-active measure to protect the identity of students receiving free and reduced price meals. Operates within budgetary guidelines.

Communicates needs and concerns to supervisory personnel. Cooperates with the principal and teachers in promoting the educational values of school nutrition programs for better health and nutrition

- **Financial Management and Record Keeping:** Maintains program integrity and a fiscally sound food service program in keeping with federal guidelines, and food service department policy. Responsible for all record keeping of the National School Breakfast and Lunch Programs and in accordance with the State Board of Accounts, and Indiana Department of Child Nutrition. Directs cash collection and daily deposits. Takes physical count of all inventory (purchased and government commodities) on last day of month. Maintains filing system for inventory, invoices, daily sales reports, cash deposit reports, participation data, production sheets, menus, time reports, accident reports, etc.
- **Personnel Management:** Trains, supervises, disciplines and directs work of employees assigned to the Food service department. Ensures employee adherence to federal, state, local laws, and school board policies and professional conduct. Authorizes payment of employee payroll records. Represents child nutrition department at staff meetings.
- **Safety and Sanitation:** Follows procedures to maintain safe and sanitary conditions in the storage, preparation, serving, and dining areas. Supervises the routine cleaning and sanitation of dishes, work areas, utensils, equipment and facility. Reports potential safety hazards, accidents, and injuries to appropriate personnel. Trains employees to follow accident prevention practices.
- **Program Service:** Provides a pleasant and helpful environment for meal preparation and service. Promotes participation in the National School Breakfast and Lunch Programs.
- **Equipment Use and Care:** Maintains and protects equipment and property of the school; Reports equipment in need of repair or replacement. Promotes energy conservation methods when using equipment.
- **Food Procurement and Production:** Procures, receives, and safely stores food products. Follows procedures for checking quality, quantity, and correct food upon delivery. Returns unacceptable food or supplies that do not meet department standards. Directs the preparation of meal service in a safe and attractive manner. Trains employees in the areas of food production, offer vs. serve, portion control.
- **Nutrition and Menu Planning:** Evaluates plate waste for food acceptance and quality of food production and service. Utilizes student suggestions to help plan menus. Participates in monthly special events in the cafeteria to increase school spirit and to raise student participation in the meal programs.
- Assists Director with interviewing and hiring; directly trains employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Performs other related duties as assigned by the Director and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

**SUPERVISORY RESPONSIBILITIES:** Direct work of subordinate food service employees; carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

*Shift Type*

**Full-Time**

*Salary Range*

**Per Hour**

*Location*

**Grant Line Elementary**

### **Applications Accepted**

*Start Date*

**01/13/2021**