Belton Independent School District
Job Description

Job Title:	School Nutrition Manager Elementary and Middle Schools	**FLSA Status:**	Nonexempt, 186 days
Reports to:	Director of School Nutrition	**Pay Grade:**	AUX-3
Dept./School:	School Nutrition	**Date Revised:**	5/07/2018

Primary Purpose:

The School Nutrition Manager is responsible for the safe and efficient operation of the assigned area. The Manager is responsible for upholding the policies and standards of the School Nutrition Department and ensuring that appropriate quantities of food are prepared and served within the established timeframe.

Qualifications:

Education/Certification:
High school diploma or GED
Bell County Health Card
Serve Safe/Pro Metric Professional Food Managers Card (obtain within 90 days of employment)

Special Knowledge/Skills:
Knowledge of methods, materials, equipment, and appliances used in food preparation
Knowledge of food handler safety
Ability to manage personnel
Effective organizational, communication, and interpersonal skills

Experience:
One (1) year experience in public school food service operations

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Develop work schedules, assign work to campus school nutrition workers, oversee completion of duties and evaluate work performance.

2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.

3. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

4. Assure friendly service to all who participate in the school nutrition program.

5. Oversee point of sale system and train cashiers to use it accurately.

6. Manage employees at the school site, promoting employee growth, efficiency, morale, and teamwork.

7. Submit invoices, accident reports, food orders, absence reports and all other reports in a timely manner.

8. Decorate assigned area for holidays and special events as appropriate and utilize approved marketing tools.

9. Help with "special events" for assigned campus.

10. Oversee the closing of school for summer and follow department end of year procedures.

Safety and Sanitation

11. Ensure established procedures are followed so that food is stored, prepared and served in a sanitary and safe environment, according to HACCP standards and Bell County Health Department codes and regulations.

12. Work with kitchen employees to ensure the food production system provides safe and nutritious food of high quality that comply with meal requirements.

13. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.

14. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

15. Follow established procedures for locking, checking, and safeguarding facilities.

16. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.

Inventory and Equipment

17. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.

18. Oversee safe operation of all kitchen equipment. Report needed repairs in a timely manner and justify replacement of existing equipment to meet needs of facility.

19. Conduct regular inventory of equipment and supplies.

Policy, Reports, and Law

20. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.

21. Review and submit accurate time and attendance records for payroll reporting purposes.

22. Complete annual continuing education requirements.

23. Ensure that kitchen operates under compliance with all local, state, and federal laws, regulations, and policies. Follow all rules, regulations, and policies of Belton ISD and follow directives from superiors.

Food Truck

24. Oversee daily operations and special events involving the district food truck.
(Duty assigned to one manager.)

Other

25. Perform other functions that may be assigned by the Administration and/or supervisor.

26. Maintain confidentiality on student information, records, and personnel issues.

Supervisory Responsibilities:

Monitor the work and issue work assignments to campus food service workers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: May 2018
Prepared By: Belton ISD Human Resources Department