

MANAGER, INERN I -- FOOD AND NUTRITION SERVICES (Continued)

- *(7) Maintain a required system for proper control of cash, food, supplies, equipment and personnel and manage computer point-of-sale system at school level.
- *(8) Instruct employees in regulations and procedures and conduct continuous on-the-job-training for food service personnel.
- *(9) Manage labor, food, and non-food costs.
- *(10) Plan and direct the production, merchandising and nutrition education for school food and nutrition services program.
- *(11) Order and maintain inventory of food and supplies according to established specifications as determined by menu, volume and student needs.
- *(12) Recommend purchase of equipment.
- *(13) Adhere to applicable safety standards.
- *(14) Attend all staff meetings and workshops.
- *(15) Assist with maintaining a clean and orderly environment.
- *(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(17) Communicate effectively with the public, manager, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(19) Demonstrate initiative in the performance of assigned responsibilities.
- *(20) Demonstrate support for the school district and its goals and priorities.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school/workplace matters.
- *(24) Maintain expertise in assigned area.
- *(25) Manage time efficiently.
- *(26) Model and maintain high ethical standards.
- *(27) Participate in cross-training activities as required.
- *(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(29) Represent the District in a positive and professional manner.
- *(30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.
- *(32) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 09

Adopted 10/19/10