

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>CHILD NUTRITION ASSISTANT MANAGER</b>
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 24
Calendar:	Classified School Year

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**DEFINITION:**

Under the direction of the Director of Child Nutrition Services, plan, coordinate and monitor District-wide nutrition and health education activities; assist in menu development and ensure effective coordination of food services to District school sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, coordinate and monitor District-wide nutrition and health education activities, including the packing of meals to elementary school sites; assist in the development of curriculum and instructional materials according to established procedures and regulations; visit assigned school sites to monitor nutrition activities and assess progress.
- Coordinate communications and serve as a technical resource concerning health and nutrition for students, parents, personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition; clarify curriculum for food service staff.
- Coordinate and implement menu and recipe preparation functions, ensuring nutritional content complies with applicable federal regulations and nutrition standards; coordinate and develop menu cycles for school breakfast, lunch and after-school snacks; order food and maintain running inventory of food supplies; prepare and submit daily production worksheets to elementary school sites.
- Assist the Kitchen Manager in meal preparation and in the effective operation of Central Kitchen daily food services; serve food according to established District food portion controls; maintain safe and sanitary conditions in kitchen and food service operations, tools and in preparation areas.
- Operate a variety of nutrition service equipment including convection ovens, slicers, overwrap machines and warmers; assist in monitoring and ensuring delivery of food items.
- Participate in providing training and guidance to assigned personnel in establishing and maintaining healthy and nutritious food service programs.
- Prepare and maintain a variety of records and reports related to assigned activities; compose a variety of correspondence and memoranda concerning health, nutrition and food service programs; assist the Director in preparing summer school menus, ordering food and ensuring sites are well-stocked in preparing meals for summer school students.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drives a vehicle to conduct work.
- Conduct regular inventory of food items, kitchen and food preparation equipment and needed supplies for future use and assist with the receiving of deliveries related to food service inventory.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school and three years in food service operations including some experience in menu planning and analysis.

**Licenses and other Requirements**

- Valid California Driver's License with proof of insurance.
- ServSafe Manager Certificate.

**Knowledge of:**

- Nutritional requirements of school-aged children.
- Menu analysis and planning techniques including food values, combinations, allergies and substitutions.
- Principles of quantity food preparation and nutrition.
- Food terminology, markets and commodities
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Applicable laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Modern office practices, procedures and equipment.

**Ability to:**

- Plan, coordinate and monitor organization-wide nutrition and health education activities.
- Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
- Operate a variety of kitchen equipment including pack out machine, cash register, slicer, steamer, mixers and ovens.
- Lift equipment, kitchen tools and bulk food items up to 40 lbs. individually and items which may exceed 40 lbs. with assistance.
- Coordinate communications and serve as a technical resource concerning health and nutrition.
- Develop menus in accordance with nutritional requirements and budget limitations.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Train and provide work direction to others.
- Work independently with little direction.
- Observe health and safety regulations.

**WORKING CONDITIONS:**

**Work Environment:**

- Kitchen/Cafeteria environment.
- Driving a vehicle to conduct work.

**Physical Demands:**

- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies.
- Dexterity of hands and fingers to operate nutrition service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Seeing to monitor students and food quality and quantity.

**Hazards:**

- Heat from ovens and cold from freezers.
- Exposure to cafeteria and kitchen cleaning chemicals.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA \_\_\_\_\_ DATE 6-12-18

DISTRICT \_\_\_\_\_ DATE 6/12/18

Board Approved: May 24, 2018