

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

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Position Title:	<b>CHILD NUTRITION MANAGER</b>
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 26
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Director of Child Nutrition Services, oversee comprehensive operations and management of the Central Kitchen; plan, coordinate and monitor District-wide nutrition and health education activities, production and planning; provide training to personnel in establishing and maintaining healthy and nutritional food service programs; coordinate communications and serve as a technical resource concerning health and nutrition; train and evaluate the performance of assigned personnel.

**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 work in the preparation and serving of meals to students and staff and in comprehensive District-wide nutrition and health education activities; collaborate with the Cook to ensure menu items are prepared according established recipes and meet federally mandated regulations and requirements; visit assigned school sites to monitor nutrition activities and assess progress.
- Operates a variety of food service equipment in the kitchen and cafeteria; assists with monitoring food deliveries.
- Coordinate and implement menu and recipe preparation functions, ensuring nutritional content complies with applicable federal regulations and nutrition standards; coordinate and develop menu cycles and creative new recipes for school breakfast, lunch and after-school snacks; order items needed to fulfill departmental demands.
- Cook, prepare and package breakfast and lunch items for various District locations; ensure items needed for the daily/weekly menu are in stock and are ready for preparation; confirm freezers and refrigerators are being maintained at proper temperatures and storage methods.
- Conduct supply estimates and projection breakdowns of menu items and ensure high schools are fully stocked and equipped to prepare student breakfasts and lunches.
- Verify invoices and products for incorrect orders, amounts, inaccuracies and problems with quality, quantity or damage; complete and maintain production worksheets for breakfast and lunch totals daily, accounting for items served and food items remaining.
- Verify register totals at the end of each day; calculate overages or shortages and prepare and confirm total deposit amounts; prepare and verify daily vending machine deposits.
- 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.
- Train assigned staff; develop employee schedules, assign employee duties and review work for compliance with established standards.
- Provide training to personnel in establishing and maintaining healthy and nutritious food service programs; train and provide work direction and guidance to nutrition education support staff; coordinate, schedule and conduct informative meetings, training sessions, workshops, conferences and special events for personnel, parents, students and the community.
- Communicate with physicians, parents and staff concerning food substitutions required for students with disabilities or special needs as required.

- 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; compose procedures for employee handbooks as assigned.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drives a vehicle to conduct work.
- Develop and implement marketing and merchandising of nutritious foods.
- 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, four years of experience in food service operation and menu planning and analysis, and some experience in a lead capacity.

**Licenses and other Requirements**

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

**Knowledge of:**

- Nutritional requirements of school-aged children.
- Health and nutrition information to assist children in choosing a healthier lifestyle.
- Food terminology, markets and commodities
- Record-keeping and report preparation techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Oral and written communication skills.
- Applicable laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.

**Ability to:**

- Plan, coordinate and monitor District-wide nutrition and health education activities.
- Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
- Coordinate communications and serve as a technical resource concerning health and nutrition.
- 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.
- Prepare and deliver oral presentations.
- Plan and organize work.
- Lift equipment, kitchen tools and bulk food items up to 40 pounds individually and items which exceed 40 lbs. with assistance.
- 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:**

- High School Food Service Kitchen/Cafeteria and Office 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 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