



David Douglas School District #40 Job Description Manager

Nutrition Services Manager

Status: 12 months per year
Range: G

GENERAL FUNCTION

Supervise cooks and other food service staff in the preparation and distribution of food for schools in the David Douglas School District.

DUTIES AND RESPONSIBILITIES

- Supervises employees involved in the preparation and serving of meals
- Assist in planning and preparing daily menus
- Trains employees and evaluates performance of their work
- Orders, receives and stores food
- Reviews and maintains routine records such as food inventory, food deliveries, resale, financial receipts, time and attendance reports
- Plans, directs and reviews the work of the food service staff
- Adjusts work assignments and schedules to maintain adequate staffing levels
- Plans in-service training and staff meetings
- Hires food service staff
- Develops menus to meet nutrition and portion control standards and USDA standards
- Writes specifications and purchases food, supplies and equipment
- Establishes and controls food, labor, supplies and equipment costs and maintains a financially successful food service operation

ABILITY TO:

- Enforce health, sanitation and safety regulations
- Demonstrate a high level of professionalism and personal initiative
- Keep current with changes and innovations in the child nutrition field
- Possess a valid Oregon driver's license and maintain an insurable status for automotive and liability coverage
- Maintain appropriate professional certification through the American School Food Service Association.
- Establish and maintain effective working relationships with district staff, food service staff, community groups and the public
- Communicate effectively, both oral and written
- Exercise human relation skills to motivate staff

SUPERVISION EXERCISED

Supervision would be that of first-line supervisor for supervising cook(s) and other kitchen personnel.

QUALIFICATIONS

A minimum of three years of sub professional or professional experience in a food service operation.

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to other locations within the office and building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Must possess a valid Oregon Driver's License and be able to travel to schools within the district.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.