**Child Nutrition Lead Manager and Training Supervisor**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition **Classification:** Auxiliary

**Dept/Campus:** Child Nutrition **Paygrade:** PP6

**Wage/Hr Status:** Nonexempt **Revised:** October 2017

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Supervise cafeteria in all areas of food preparation to ensure that customers receive a meal that meets all guidelines in a friendly and safe cafeteria setting; responsible for the supervision, training, and management of the campus child nutrition operation.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED preferred

Completion of HACCP sanitation course prior or during first year of employment

90% passing score on Managers Academy Test

**Special Knowledge/Skills:**

Knowledge of methods, materials, equipment, and appliances used in food preparation

Proven leadership ability to supervise, coordinate, and produce all work within allotted time schedules

Proven ability to effectively communicate and get along with employees, students, and staff

Patient and calm demeanor with students and others

Ability to manage personnel

**Experience:**

General knowledge of Basic Accounting and Reporting Procedures in order to prepare food orders, keep daily records of lunch counts and income, food production records, count money and prepare bank deposits, prepare time cards

Three years experience in institutional food service operations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Delegate work schedule among employees; train and instruct new employees.
2. Manager must have knowledge of all positions in unit and be able to fill any position when necessary. This knowledge must be used when training and instructing employees.
3. Counsel with employees as necessary to insure all standards and guidelines of the Child Nutrition Program are being met.
4. Supervise the daily activities associated with preparation and serving of all meals following planned menus, making sure adequate quantity is prepared to meet USDA guidelines in regard to portion serving size, and that the finished product is of best quality, both in flavor and appearance. Last student served gets same choices as first student served.
5. Order on the designated schedule, all necessary supplies(groceries, paper goods and chemicals)
6. Order on the designated schedule all produce.
7. Order on the designated schedule all bread.
8. Ensure that all deliveries are checked and verified on receipt. Record all temperature taken at the time of delivery on the invoice. Temperature MUST be taken on all cold/frozen foods upon delivery.
9. Ensure all Hand Washing signs are posted at all hand washing sinks in the kitchen and bathrooms.
10. Complete daily production records and ensure accuracy.
11. Complete daily daycare production records and ensure accuracy.
12. Complete daily temperature logs for refrigerator, freezers and milk boxes.
13. Complete daily food temperature logs, every 30 minutes.
14. Complete daily pantry temperature log.
15. Complete daily log for sanitation of food contact surfaces, every two hours.
16. Complete daily cooling temperature log.
17. Complete daily calibration of thermometer log.
18. Complete daily damaged/or discarded product log.
19. Complete daily cleaning logs.
20. Complete daily hand check logs.
21. Supervise the proper method of cashiering all meals served, maintaining required records and income sheets, and being responsible for the proper handling of all cash, cash reports, meal reports, and time cards.
22. Supervise the overall safety and sanitation program in assigned kitchen, following the county, state, and federal health department regulations, maintaining a score of at least 95% on each semi-annual inspection.
23. Supervise kitchen personnel in the safe, proper, and efficient use of all kitchen equipment, keeping equipment clean and in good working order. Attend in-service workshops to keep abreast of new techniques and operations.
24. Responsible for ordering, planning, and supervising all Snack Bar/a-la-carte line operations within school (salad bar, deli bar, etc.) that are part of the cafeteria.
25. Conduct two monthly safety and sanitation meetings at assigned campus and submit written records of these meetings, which include the topics discussed and who attended the meeting to the Child Nutrition office.
26. Maintain a safe and hazard-free working environment.
27. Responsible for planning and preparation of foods for special functions at assigned campus.
28. Responsible for ensuring that each meal served contains the necessary components to constitute a reimbursable meal as described in the TISD Policy and Procedures Manual in the administration of lunches section and in the TDA Child Nutrition Program Administration Reference Manual.
29. Responsible for prudent and reasonable care of USDA Commodities distributed to designated campus as outlined in the Child Nutrition Programs Administration Reference Manual- Section 14.
30. Responsible for ensuring all cafeteria employees adhere to time clock and work schedule policies.
31. Work and plan on increasing student participation in meals and meal planning.
32. Maintain a profit at or above 30%.
33. Help coordinate nutrition education activities, programs and events throughout the school district
34. Facilitate nutrition education sessions
35. Design and conduct presentations, seminars, workshops and in-service training sessions for child nutrition staff
36. Serve as a professional resource for child nutrition staff regarding nutrition education curriculum, materials and instructional design
37. Responsible for training new managers hired by Child Nutrition
38. Track and maintain all records necessary to comply with TDA regulation regarding professional development.

**SUPERVISORY RESPONSIBILITIES:**

Assistant cafeteria managers, cooks, bakers, and production assistants

**EQUIPMENT USED:**

Convection ovens, steam kettles, ice machine, deep fryers, large mixers, mechanical slicers, cooking utensils, and other kitchen equipment; computer terminal and printer.

**WORKING CONDITIONS:**

**Mental/Physical Demands:**

Ability to maintain emotional control under stress, must be able to position and frequently move about within the work area. Ability to retrieve, transport, position and reposition food supplies and equipment; must pass health department examinations; moderated exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing, and pest control; required wearing of back support belt while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date