

GORHAM SCHOOL DEPARTMENT

TITLE: School Nutrition Manager

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in food service production.
3. Specialized training in sanitation, food handling, safety.
4. Prior food service experience mandatory.

REPORTS TO: School Nutrition Director and/or his/her designee

JOB GOAL: To serve students and staff a quality meal in a pleasant, inviting atmosphere.

RESPONSIBILITIES:

1. Responsible for maintaining a high standard of nutrition.
2. Ability to work harmoniously with customers and staff.
3. Responsible for accountability of student meals.
4. Responsible for maintaining meal accountability system.
5. Responsible for maintaining a high level of participation and productivity.
6. Ability to utilize computer technology as required by Director and/or his/her designee.
7. Responsible for reporting accidents.
8. Assist in menu planning.
9. Responsible for supervising/preparing the required meals.
10. Assist in preparing food items as needed.
11. Responsible for daily accountability of money collected accurately.
12. Responsible for weekly food and supply orders.
13. Responsible for monthly inventories.
14. Responsible for completing production records and employee work assignments.
15. Responsible for accurate reporting of payroll hours, overtime and sick time of staff.
16. Responsible for assisting in the evaluation of employees.

17. Responsible for maintaining a high standard of sanitation and safety.
18. Ability to lift food and food (45 lbs) related supplies.
19. Responsible for all other job related duties as assigned.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012