

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**CHILD NUTRITION PRODUCTION MANAGER**

**Purpose Statement:**

The job of Child Nutrition Production Manager is done for the purpose/s of overseeing and assisting with food preparation in the central kitchen as well as overseeing food services activities at school sites, providing food that meets the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information regarding meal counts and related activities; and complying with mandated health standards.

**Essential Functions**

- Estimate food preparation amounts and adjusts recipes for the purpose of meeting projected meal requirements and minimizing waste.
- Inspect food and/or supply deliveries for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Inventory food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items.
- Monitor food preparation facilities (e.g. kitchen equipment, storage areas, utensils) for the purpose of ensuring a safe, clean and sanitary working environment.
- Order food, equipment and supplies for the purpose of maintaining an adequate inventory to complete duties efficiently within budget guidelines.
- Orient new employees to work center and school site processes for the purpose of providing information regarding site operations and activities.
- Oversee multiple site operations (e.g. creates menus, monitors meal accounts, evaluates new products and/or menus) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health requirements.
- Oversee the preparation, assembly, serving and transportation of food and beverage items for the purpose of meeting mandated nutritional and health requirements.
- Perform functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of food service operations.
- Prepare reports and documents (e.g. meal program records, inventory reports, reconciliation reports, cash summary, payroll sheets) for the purpose of providing written support and/or conveying information.
- Process receipts for the purpose of completing and documenting transactions and/or preparing deposits for pick up.
- Respond to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items.
- Schedule work hours and assignments for central kitchen personnel for the purpose of providing coverage for daily operations.
- Coordinate CNS personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Train food service workers for the purpose of providing direction and guidance.
- Drives a van (if licensed and as assigned) for the purpose of delivering food and/or equipment to satellite sites.

**Other Functions**

- Assist other CNS personnel as may be required for the purpose of supporting them in the completion of CNS activities.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; quantity cooking and baking; and food handling and sanitation

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; and working as part of a team.

### **Responsibility**

Responsibilities include: working under supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience within specialized field is required.

**Education** High School diploma or equivalent.

**Required Testing**  
Pre-employment Proficiency Test

**Certificates & Licenses**  
CA State Food Handlers Certification

**Continuing Educ./ Training**  
Annual Mandatory training as required by  
NSLP  
Annual Mandated Training

**Clearances**  
Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**  
Non-Exempt

**Approval Date**  
06/09/2017

**Salary Grade**  
Classified 22