



A World-Class Community of Learners

## JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	3	

JOB TITLE	CONTRACT REFERENCE
Cook Manager Middle School	Nutritional Services

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Nutritional Services, Nutrition Coordinator	June 2018

**JOB SUMMARY** To efficiently supervise and participate in a program of preparing, cooking and serving meals of high nutrition and acceptance in an atmosphere of cleanliness, cheerfulness and personal caring in conformation with the requirements of the MN State Department of Education, school budget and school policies.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<ul style="list-style-type: none"> <li>• Organize nutritional services employees in preparation of all federally regulated foodservice programs. Estimate amounts of food to be prepared for all programs. Easily adjust recipes depending on number of students participating. Direct and assist in the serving, preparation and cleanup of all foodservice areas</li> </ul>	27%
2.	<ul style="list-style-type: none"> <li>• Plan and check food and supplies on hand for following day/week. Plan and organize advance production for the week/month. (prep ahead, field trips, etc)</li> </ul>	10%
3.	<ul style="list-style-type: none"> <li>• Process daily reports for student accountability software including entering money into student/staff accounts. Respond to parent inquiries regarding student accounts. Call parents when negative balances reach an agreed upon threshold. Trouble shoot, problem solve with supervisors.</li> </ul>	12%
4.	<ul style="list-style-type: none"> <li>• Responsible for ordering, receiving/maintaining, quality control and storing of food and non-food items.</li> </ul>	10%
5.	<ul style="list-style-type: none"> <li>• Enforce and maintain appropriate federal, state and local health department regulations.</li> </ul>	3%

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6.	<ul style="list-style-type: none"> <li>Attend all required internal and external workshops, meetings and CEU activities. Maintain Level 3 SNA Certification. Implement relevant information.</li> </ul>	1%	
7.	<ul style="list-style-type: none"> <li>Maintain and supervise completion of all food production records and all required health department daily logs.</li> </ul>	10%	
8.	<ul style="list-style-type: none"> <li>Complete monthly inventory, observing and maintaining stock rotation, quality of food and non-food items and controlling reasonable amounts of inventory on hand.</li> </ul>	5%	
9.	<ul style="list-style-type: none"> <li>Monitor employee work hours. Approve time in district software program weekly. Report and record employee accidents. Responsible for the communication of information to employees as needed on a daily basis.</li> </ul>	10%	
10.	<ul style="list-style-type: none"> <li>Responsible for the training/cross training of current/new employees and substitute employees. Monitor uniform standards</li> </ul>	2%	
11.	<ul style="list-style-type: none"> <li>Assist Director of Nutritional Services &amp; Nutrition Coordinator in developing, implementing and maintaining new food choices for all menus and a la carte areas to assure innovation and customer satisfaction.</li> </ul>	3%	
12.	<ul style="list-style-type: none"> <li>Assist supervisors in planning &amp; preparation of special events or student taste testing.</li> </ul>	1%	
13.	<ul style="list-style-type: none"> <li>Exemplify, establish, promote and maintain positive interpersonal relations with co-workers, creating a pleasant and productive work atmosphere.</li> <li>Exemplify, establish, promote and maintain positive customer relations with students and faculty.</li> </ul>	5%	
14.	<ul style="list-style-type: none"> <li>Responsible for the opening and closing of the kitchen, kitchen storage areas and cleanliness standards as directed from the Director of Nutritional Services.</li> </ul>	1%	
15.	<ul style="list-style-type: none"> <li>Other duties as assigned by supervisors.</li> </ul>		

**QUALIFICATIONS AND WORK EXPERIENCE****HS diploma or equivalent.**

1. Management experience
2. Quantity food production experience
3. Ability to relate to and communicate with staff, students and parents in a positive and professional manner.

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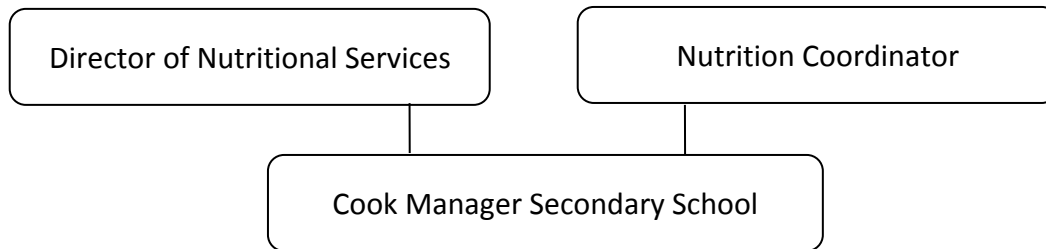
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4. Familiarity with computers, keyboarding, data entry skills and ability to learn new software
5. Willingness to expand all skills.
6. Ability to take direction of supervisor.
7. Ability to keep information confidential
8. Kind to people and gracious – cares about the area.
9. Ability to problem solve and seek out the right resources.

**LICENSES, CERTIFICATIONS, REGISTRATIONS**

SNA Level 3 Certification within one year of becoming manager  
MDH Managers License

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.