



### **Asst 3 / Floating Asst Manager Nutrition**

#### **Purpose Statement**

The job of Asst 3 / Floating Asst Manager Nutrition is done for the purpose/s of assisting program managers by performing managerial tasks and overseeing food service operations in the absence of the site manager. Specific responsibilities include assisting district wide kitchens in any capacity; organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job is distinguished from similar jobs by the following characteristics: Assistant to Elementary and Secondary Child Nutrition Manger(s), assisting in various kitchens that are short staffed. This position is based out of Provo High School, however, will be assigned to a daily location, according to Child Nutrition needs. Reliable transportation is required.

This job reports to Director of Child Nutrition

#### **Essential Functions**

- Assists with the implementation of menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Assists with overseeing the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Assists with the supervision of food service workers and other personnel as assigned (e.g. orients, trains, evaluates, disciplines, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Assists with estimating food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Assists with the evaluation of prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Assists with the monitoring of food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Assists District catering services (e.g. lunches, meetings, professional development, etc.) for the purpose of providing food services for a variety of special events throughout the District.
- Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; 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 understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 15% sitting, 35% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-employment Proficiency Test  
 ServSafe Certification

**Certificates and Licenses**

ServSafe Certificate  
 SNA School Nutrition Association Level 3 Certification  
 Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Regularly as needed to perform changing essential

**Clearances**

Criminal Justice Fingerprint/Background Clearance

functions of position; Annually to meet 2010 Healthy  
Hunger-Free Kids Act Professional Standards  
requirements  
2010 Healthy Hunger-Free Kids Act Professional  
Standards

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3