

## Job Description

Position Title: Multi-Unit Manager  
Department: Nutrition Services  
Reports To: Director of Nutrition Services & Warehouse  
Calendar: 187 Days  
Category: Classified Hourly

### SUMMARY

Responsible for all aspects of food production in an assigned school and satellite schools, following sanitation, food cost and scheduling guidelines. Provides quality meals in safe, efficient and pleasant manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Daily plans and directs the preparation and serving of all food in the cafeterias of assigned schools.
- Supervises, as assigned, assistant manager, satellite managers and cook/servers.
- Sets up and is responsible for security of food, supplies and revenue daily.
- Supervises and participates in the preparation and serving of food daily.
- Oversees and participates in cleaning of kitchen and related area daily.
- Plans daily work schedules, arranges for substitutes when required, monitors employee time records.
- Directs sanitation procedures.
- Inspects the kitchen, cooking and mixing utensils, for cleanliness and sanitary purposes daily.
- Monitors employees adherence to cleanliness and sanitation practices daily.
- Ensures that all equipment in the cafeteria area is in safe working condition daily and notifies the appropriate authority when repairs are needed.
- Places food orders w/Nutrition Services office as per ordering guidelines.
- Maintains records on food and supplies received and used.
- Maintains accurate production records conforming to federal/department guidelines daily.
- Trains new employees when assigned to his/her location.
- Operates and maintains kitchen equipment, cooking and mixing utensils, when necessary.
- Operates and maintains integrity of computer system used for recording meal counts daily.

### SUPERVISORY RESPONSIBILITIES

This position supervises the assigned satellite managers, assistant managers, and cook/servers.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

- Required: High school diploma or general education degree (GED)
- Preferred: Previous experience with large scale cooking and food preparation/serving

### CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license, documented good driving record and insurable by District insurance carrier.
- Certified by the School Nutrition Association or certification eligible.

### Job Description

#### LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students and other employees of the organization.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### OTHER SKILLS and ABILITIES

Demonstrated working knowledge of production kitchen including staffing, ordering, equipment, sanitation safety, preparation, presentation, training and record keeping. Supervisory experience preferred. Able to supervise multiple satellite sites. Ability to perform job while working in a fast paced and sometimes noisy environment. Knowledge of and experience with inventory and shipping/receiving practices. Ability to establish and maintain effective professional working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

#### PHYSICAL DEMANDS

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 employee is frequently required to walk and is standing for long periods of time. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms 0-24 inches and occasionally up to 36 inches, and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds and occasionally up to 75 pounds 0-12 feet and occasionally up to 20 feet. Specific vision abilities required for this job include close vision, distance vision, depth perception and peripheral vision.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 employee commonly works in high room temperatures and will occasionally walk on slippery surfaces. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cuts or burns while performing the duties of this job that are in the kitchen sites.

*The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*