



Job Title: Nutrition Services Manager

Summary:

The Nutrition Services Manager is responsible for overseeing the daily operations of the food service program at an elementary, middle or high school. This role ensures the nutritional needs of students, staff, and visitors are met, while adhering to USDA child nutrition program guidelines. The Nutrition Services Manager will manage food preparation, staff, inventory, production records and budget, and will work closely with school administration and staff to maintain a safe, clean, and efficient kitchen environment.

Essential Duties and Responsibilities:

- **Staff Supervision & Training:**
 - Supervise, and mentor, kitchen staff to ensure efficient operations and high standards of service.
 - Provide coaching and counseling as necessary to maintain a positive and productive team.
 - Provide ongoing training to staff, including sanitation protocols and food safety practices.
 - May participate in interviewing and providing input on the hiring of kitchen staff.
 - May provide input to administration for evaluation of kitchen staff.
- **Food & Labor Management:**
 - Maintain food and labor expenses within the allocated budget.
 - Oversee the purchasing, receiving, and inventory control of food and supplies to maintain optimal product levels.
 - Ensure meal service meets USDA and school nutrition program requirements, including serving appropriate and nutritious meals.
- **Operational Oversight:**
 - Ensure that all food is prepared to meet quality standards, following standardized recipes and sanitation procedures.
 - Conduct daily inspections of kitchen areas to ensure compliance with health and safety standards.
 - Plan and implement improvements to kitchen operations to enhance efficiency and service quality.
- **Customer Relations & Communication:**
 - Regularly engage with students, teachers, and parents to solicit feedback on the food service program.

- Address and resolve any concerns or issues promptly and professionally.
- Maintain open communication with the administration, school staff, and kitchen team to ensure smooth operations.
- **Sanitation & Safety Compliance:**
 - Oversee sanitation training and ensure kitchen staff adhere to all hygiene and food safety regulations.
 - Ensure compliance with local health department guidelines, achieving high health inspection scores (90+).
 - Maintain a clean and organized kitchen environment at all times, including equipment upkeep and facility cleanliness.
- **Administrative & Record-Keeping:**
 - Prepare regular management reports, including production records, inventory reports, and budget tracking.
 - Ensure that all records are kept up to date and in compliance with state and federal regulations.
- **Other duties as assigned.**

Specific Performance Results:

- Meet financial and budgetary goals for the school kitchen.
- Maintain accurate, up-to-date production records and reports.
- Ensure that all health and safety inspections result in scores exceeding 90, with no critical violations.
- Meals are consistently prepared and served at the appropriate temperature—hot foods remain hot, and cold foods remain cold.
- Foster a positive and engaging food service environment.
- Consistently produce high-quality meals that meet nutritional guidelines and student preferences.
- Food production is completed on time, with no delays due to incomplete preparations.
- Concerns or complaints are handled promptly and professionally or reported to the appropriate supervisor.
- Demonstrate effective leadership and personal accountability in all aspects of the role.

Working Conditions & Physical Demands:

The physical demands of this position include standing for extended periods, using hands to handle kitchen utensils, reaching, bending, stooping, and performing repetitive tasks such as stirring, wiping, and cutting. Employees may be required to lift and carry up to 30 pounds regularly and up to 50 pounds occasionally. The work environment involves exposure to hot surfaces, sharp objects, fumes, airborne particles, and wet or humid conditions. Employees must exercise caution around potential hazards such as burns, cuts, slips, and trips. The noise level in the kitchen is moderate, and employees must be able to work in a fast-paced, team-oriented environment.

Education & Competencies:

- **Required Experience:**
 - Minimum of 1 year of experience in managing a food production operation or commercial kitchen preferred.
 - At least 1 year of experience in quantity food preparation preferred.
- **Certifications & Skills:**
 - Must hold a valid Washington State Driver's License.
 - Must hold or be able to obtain a valid/current Food Handler's Permit.
 - Complete required Professional Standards Training each year.
 - Ability to operate a POS system (point of sale system) for meal service transactions and other required technology.
 - Ability to maintain accurate records and reports related to food inventory and meal service.
 - Strong interpersonal skills and the ability to relate well to students, staff, and coworkers.
 - Strong commitment to maintaining high standards of personal hygiene.
 - Punctuality and reliable attendance are essential for this role.
 - Ability to work efficiently both independently and as part of a team. Must hold or be able to obtain a valid Food Handlers Permit.
 - Ability to maintain accurate records and produce regular reports.

Preferred Skills & Qualifications:

- Prior experience working in a school food service environment.
- Knowledge of USDA school meal requirements and child nutrition guidelines.

Additional Requirements:

- Strong organizational and time-management skills.
- Ability to remain flexible and adapt to changing needs within the kitchen.
- Strong problem-solving abilities and conflict resolution skills.
- Attend all mandatory meetings and training as scheduled.