



Conduct random inspections and site visitations to assure departmental standards of safety and sanitation are met. Monitor production and service functions daily to assure quality, quantity, and sanitation standards are maintained

Supervise food service cashiering and accounting functions; assure proper and accurate collection and accounting of monies; reconcile cash accounts; review and verify accuracy of receipts and sales and meal count reports; complete a variety of reports for different feeding programs; determine and monitor costs of recipes and menu items

Review menus and meal counts and determine necessary food items, equipment, utensils, and staffing requirements are met;

Operate a computerized point of sale (POS) system; provide training to Child Nutrition Services staff on the proper use and operations of the POS system; maintain current knowledge of updates and new versions of system software; order, download and install new updates and versions.

Provide in service education for employees include sanitation, safety, food preparation, and other pertinent areas according to departmental procedures. Interpret, implement, and enforce written procedures regarding sanitation and safety.

Schedule and chair monthly Youth Advisory Council meetings with parents, students, and staff.; implement and enforce security procedures; develop and implement a child nutrition marketing program.

Prepare and maintain a variety of narrative and statistical reports, records and files related to District Child Nutrition Services; submit reports to appropriate agencies to assure State and federal expense reimbursements.

#### OTHER DUTIES:

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Planning, organization and operation of a large food service program.

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in school district food service operation.

Nutritional requirements of school aged children and menu preparation.

Budget preparation and control.

Oral and written communication skills.

Health and safety regulations.

Inventory methods and practices.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a POS system, computer and assigned software.

ABILITY T O:

Plan, organize, control and direct District food service operations and programs.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.