



JOB TITLE	DEPARTMENT	REPORTS TO
Food Service Field Manager	Child Nutrition Services	Director of Child Nutrition Services

Position No: 76010	Length of Work Year: 12 Months
Salary Schedule: N06	Date Approved: 5/14/13
FSLA: Exempt	Date Revised:

JOB GOAL
To assist the schools in providing healthful, attractive, nutritious meals within the guidelines of state and federal regulations.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent, five years of successful experience as a food service manager and minimum of 38 college credits 24 in the area related to institutional food service or a related degree. 2. School Nutrition Association (SNA) Level Three Certification or Trainer desirable. 3. Associates Degree in nutrition, dietetics or related field preferred. 4. Demonstrated ability to communicate in writing and oral form. 5. Demonstrated ability to facilitate meetings and manage time effectively. 6. Ability to perform duties and responsibilities of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Facilitate quality assurance and control to assigned school sites regarding food items for taste, appearance and quality guidelines. 2. Assist the successful operation of school food service program which meet the needs of the department and schools in a manner that results in high customer satisfaction. 3. Assist with accuracy of meal applications. 4. Assist managers' preparation and submittal of all assigned school center reports, central menu compliance, buying procedures, recordkeeping and production reports. 5. Assist with developing strategies to improve productivity. 6. Facilitate manager intern program. 7. Assist with on the job employee training. 8. Mentor new managers and assist them in developing strong management skills. 9. Monitor the Summer Food Service Program under the direction of the District Summer Feeding Administrator. 10. Perform other duties assigned by Child Nutrition Services Director.

PHYSICAL DEMAND CLASS:
Medium (M): Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.