



PITTSBURG UNIFIED SCHOOL DISTRICT

CHILD NUTRITION MANAGER I

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to supervise and personally perform the preparation, cooking, baking, and serving of a variety of foods in quantity in an elementary school or similar facility; to act as Head Cook at the Senior High School; to prepare meals in accordance with menus; and to perform all related duties as assigned.

EXAMPLES OF DUTIES:

- Plans, assigns, supervises and performs work in the preparation and serving of food to pupils and teachers in an elementary school or similar facility
- Trains and instructs personnel in methods and procedures of tasks assigned
- Prepares factor sheets
- Prepares daily bank deposits and work sheets
- Determines that Type A lunch requirements are met
- Maintains inventory and checks condition of food upon arrival
- Using a prescribed menu and following established procedures
- Supervises and participates in the preparation, serving, and storage of food
- Estimates needed food quantities, and orders food to meet menu requirements
- Confers with Child Nutrition Supervisor regarding the needs and services of the food serving unit
- Works with custodial and maintenance staffs in maintenance and operation of the kitchen equipment
- Cooperates with teachers and other groups in the use of cafeteria facilities for special events
- May sell and maintain lunch cards
- May assist in implementing a school nutrition program
- Receives and accounts for money
- Performs all related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Proper methods of cooking and preparing large quantities of food
- Proper and sanitary methods of preparing, cooking, serving, and storing food, and of the problems involved in managing a cafeteria
- Standard liquid and dry measurements
- Standard kitchen equipment and utensils
- Inventory record keeping, estimating and ordering procedures

CHILD NUTRITION MANAGER I

Page 2

MINIMUM REQUIREMENTS:

Knowledge Of: (cont.)

- Principles of supervision and training
- Basic requirements of Type A school lunch program.

Ability To:

- Cook and prepare food in large quantities
- Accurately estimate foodstuff needed
- Requisition appropriate amounts of food and materials
- Operate commercial kitchen equipment and appliances
- Keep accurate records and prepare correct reports
- Deal effectively with vendors and work cooperatively with others
- Supervise and instruct a staff of helpers; understand and carry out oral and written directions
- Lift moderately heavy containers of food and supplies

Training & Experience:

One year of successful experience in instructional food preparation, serving and kitchen maintenance, including responsible experience in a school lunch program; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Revised: March 14, 2006

Board Approved: April 12, 2006