



# PITTSBURG UNIFIED SCHOOL DISTRICT

## CHILD NUTRITION MANAGER II

### 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 a junior high school, children's center, or similar facility; 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 a junior high school, children's center 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
- The problems involved in managing a cafeteria
- Standard liquid and dry measurements
- Standard kitchen equipment and utensils
- Inventory record keeping, estimating and ordering procedures
- Principles of supervision and training; and basic requirements of Type A school lunch program.

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## **MINIMUM REQUIREMENTS:** (cont.)

### **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:**

Two years of successful experience in institutional food preparation and serving; and kitchen maintenance, including one year of 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