Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2024

School Nutrition Manager I

Pay Scale: B
Level: 5
FLSA Status: Non-Exempt
Job Family: School Nutrition
Primary Location: School-Based

Department Overview
The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department also establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview
The School Nutrition Floating Manager coordinates food and supply orders and deliveries; provides comprehensive training of all food service staff; supervises food services activities at assigned sites; organizes food preparation activities; assists food service workers with food preparation and serving; confirms quantities and quality of food items available for use; provides written reports; and complies with mandated health requirements.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Responsible for the production of meals in designated cafeteria
- Assists in maintaining a disciplined work group, deals fairly with staff without discrimination
- Communicates fairly and pleasantly with district personnel, students, and the community
- Supports the value of continuing education by attending meetings, classes, in-services and workshops as required by the School Nutrition Service Administration
- Supports the Mission Statement of Loudoun County Public Schools, the assigned school, and the Nutrition Services Department
- Follows Division and School Nutrition Services policies and procedures
- Reports to work as designated in the employee handbook &/or manager's handbook
- Demonstrates the willingness to work as a team with kitchen, school, and administrative staff
- Identifies personal goals for upcoming appraisal period and works toward the achievement of these goals
- Assists food service personnel in identifying goals for upcoming appraisal period and provides opportunity for achieving these goals
- Establishes and maintains a line of communication with building Principal
- Works with school staff and students to promote healthy food choices for all
- Maintains an accurate inventory of all kitchen supplies
- Follows all established guidelines as identified in the School Nutrition Services employee handbook
- Performs other duties as needed to accomplish department goals
- Supervises the work of any substitute staff assisting in the service of meals

- Completes daily reports and submits by established deadlines
- Follows established price list for all sales to students, staff and patrons
- Works with food service associates to assure accurate and timely daily reporting
- Strives to achieve established goals for food and labor by utilizing labor and resources efficiently
- Demonstrates understanding of finance and manages a financially solvent unit meeting key performance indicators
- Processes receipts for completing and documenting transactions and/or preparing deposits for bank drop
- Merchandises and markets the school food service program to schools and the community
- Orders weekly supplies by established due dates based on resources on hand and forecast production requirements
- Establishes forecasting, sets production needs, and plans employee work schedules, to ensure each meal meets requirements as established by USDA and LCPS School Nutrition Services
- Assists in selecting ala carte items and menu choices, for breakfast/lunch/snacks which meet USDA guidelines
- Maintains high standards of sanitation and safety according to guidelines of State and Local authorities, and LCPS
- Follows menus using standardized recipes
- Oversees foods being prepared are accurately weighed, measured, and portioned, according to recipe or portion chart
- Maintains high quality of product, storage, and preparation techniques
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items and limiting losses

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Job related experience with increasing levels of responsibility

Licenses and Certifications
Food Safety and Sanitation Certificate
Maintains SNA Level 1 Certification

Knowledge, Skills and Abilities

- Ability to learn and follow USDA regulations governing multiple programs
- Ability to promote and market the school nutrition program to students and the community
- Ability to maintain confidentiality of student records
- Ability to comprehend and execute appropriate health order for modified diets (e.g. gluten free, diabetic, texture)
- Ability to understand importance of food allergy awareness and communicate potential allergen via school nutrition supplied information
- Ability to manage non-traditional meal service programs including CACFP (snack, supper), Provision II (Universal Free - Breakfast in the Classroom), Breakfast after the Bell, Grab & Go Breakfast, etc.
- Knowledge and ability to work all areas and phases of operation to include computers and POS terminals
- Ability to travel between work sites throughout the workday and as needed daily, weekly, and monthly to different work locations as required to meet cluster staffing needs

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.