**JOB PURPOSE/STATEMENT:** The role of the “Nutrition Services Unit Manager” is to guide assigned personnel in food service operations, and to prepare and serve nutritious, attractive meals for consumption by students and school personnel. The Unit Manager prepares and serves food, maintaining logs of meals served as well as inventories of food service items. The Unit Manager promotes the food service program, and operates facilities in an efficient and sanitary manner.

**Essential job Functions:**

1. Functions as designated Person in Charge to the regulatory authority during inspections.
2. Verifies and insures proper temperature of storage facilities upon arrival each morning.
3. Pre-heats ovens and warmers for food preparation.
4. Orders food, equipment, and supplies for use in meal preparation and serving.
5. Stocks freight items on shelves in store room or in walk-in cooler and freezer according to directed procedures for storage as part of a team effort.
6. Estimates and assembles food/supplies for preparation and/or cooking.
7. Prepares and cooks food items according to district menu.
8. Transfers crates of milk from walk-in cooler to rolling cart and stocks milk cooler rarely as needed.
9. Directs daily tasks to Nutrition Services staff.
10. Trains Assistant Unit Manager in functions of the Unit Manager
11. Serves meal items to students and school personnel
12. Wipes tables using a bucket and cleaning cloths as needed.
13. Rinses eating and food preparation items.
14. Loads, operates, and unloads eating and food preparation items into/out of dishwasher and stacks on rolling cart as part of team effort.
15. Maintains cleanliness of counters and food storage areas. Sweeps and mops spills if there is an emergent need.
16. Organizes supply storage areas and kitchen area to avoid obstacles and hazards.
17. Reports activities and concerns to Director of Nutrition Services or designee.
18. Adheres to federal and district guidelines, following all department protocols.
19. Displays and maintains and signage for promotions, meal prices, and instructions in a clean and attractive manner.
20. Attends trainings/meetings as directed.

NON-ESSENTIAL JOB FUNCTIONS:

1. **Assists** other personnel as may be required to support them in the completion of their work and to provide meals as scheduled.

Job Qualifications and Skills:

1. High School Diploma or equivalent
2. Valid driver’s license and evidence of insurability
3. Criminal Justice Fingerprint Clearance
4. Washington State Food Worker Card
5. Knowledge of foodborne disease prevention, application of Hazard Analysis and Critical Control Point principles, and the requirements of the Washington State Retail Food Code.
6. Knowledge of modern food preparation methods, health codes, and sanitation principles
7. Must be able to meet district’s required physical abilities/demands, maintain accurate records, direct others, communicate and follow oral and written directions using the English language, prioritize work
8. School Nutrition Association membership and certification

Materials/Tools/Services:

1. Bowls, metal and plastic pans and trays for serving and baking, mixing bowls, pouring containers, kitchen cutting, mixing, and serving utensils, food scale, food storage containers and wraps such as foil or plastic wrap, rolling carts, baking and warming and convection ovens, large floor stand mixer, steam kettle and table, salad bar, milk crates, milk cooler, walk-in and reach-in freezer and cooler, dishwasher, microwave
2. Cases of fresh, frozen, and canned foods as well as paper products
3. Storage racks
4. Towels, cleaning cloths, buckets, and cleaning chemicals
5. Arm burn protectors
6. Computer, keyboard, printer, writing utensils, telephone, calendars.

**JOB MODIFICATION/ACCOMMODATIONS TO BE USED:**

1. While there may be instances when the worker performs lifting without assistance, workers are encouraged to perform team lifts, use shallow pans to limit weight to no more than 15 lbs., use rolling carts and dollies, use table cleaning methods and work methods that discourage twisting, store heavy items at lower levels and seldom used items less accessible places, and perform the majority of work at waist level.
2. Commodities, produce, and food items are delivered by workers who will place heavy containers of cleaning products, or other items as directed.

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

**Rating Symbol Key:**

N = Never

S = Seldom - Under 10% of Work Day

O = Occasionally - Up to ⅓ of the time

F = Frequently - From ⅓ to ⅓ of the time

C = Constantly - ⅓ or more of the time

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency** | **Activity Description** |
| Standing | F | On concrete, linoleum covered floor, or on anti-fatigue mats. While monitoring temperatures of storage and cooking equipment, preparing and serving food, washing dishes, stocking food/supplies. While instructing and assisting staff |
| Walking | F | On a concrete, linoleum covered floor. While receiving and stocking food/supplies, setting up, preparing and serving food, stocking milk cooler, cleaning kitchen and food preparation items, and student tables. While instructing and assisting staff. |
| Sitting | S-O | While performing clerical duties and checking email. Varies by day. |

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency & Weight** | **Activity Description** |
|  | N | S | O | F | C |  |
| Lifting/Carrying |  |  |  | ≤10# |  | Trays, pans, cans, and boxes of food, as well as towels, and cloths, empty food preparation, serving, and storage containers, food preparation and serving utensils/tools. Food trays and eating utensils. Broom, mop. Posters and flyers for display. |
| Lifting/Carrying |  | 11-20# |  | 11-20# |  | **Seldom** plastic sacks weighing 20-21# containing individual serving packets of milk. Some workers prefer lifting out one of two bags in the crate rather than the entire crate. This method has been encouraged to avoid heavy lifting. Bucket of water for cleaning tables or floor. **Frequently** 4 inch deep pans of food weighing no more than 15# for no more than 10 feet. Boxes of frozen food. |
| Lifting/Carrying |  |  | 21-50# |  |  | Boxes of frozen, canned, or fresh food. Boxes weighing up to 35 lbs. with individual servings or bundled/bagged products which may be removed and placed in smaller containers for transportation and storage in the cooler/freezer. |
| Pushing/Pulling |  |  | X |  |  | Opening and closing passage doors, doors on ovens and microwave, metal doors on cooler freezer with 25 lbs. of force, cart with food items with 30 lbs. of force across a linoleum floor. Raising and lowering door of dishwasher. Pulling racks of trays across stainless steel counter at dishwashing area with 2 lbs. of force. Rarely turning crank on large mixer using both arms. Use of mop and broom. |

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency** | **Activity Description** |
| Balancing | F | While climbing and while performing majority of duties involving walking throughout kitchen and eating area |
| Climbing | S | Using a ladder as needed to store/retrieve items from upper shelving units |

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency** | **Activity Description** |
| Twisting | O | Frequency is determined by the worker’s method of performing duties. While washing tables, sweeping, reaching for items during food preparation, and while retrieving/stocking food items in cooler or the storage room. |
| Stooping/Bending | O | While receiving and stocking food and supplies, to obtain food items from cooler/freezer or can rack to prepare each day, for pans and supplies stored under the counter. To place and remove food in the salad bar, as well as to clean it. To remove food from, and to clean the steam kettle, and mixer. While serving, washing tables after breakfast and lunch. |
| Kneeling | N | Kneeling is not required. One may use whatever method is most comfortable to accomplish essential tasks including sitting on the floor to clean underneath equipment and shelves. |
| Crouching | N | Not required. Should one find it more comfortable, one may bend, kneel, or sit rather than crouch. |
| Crawling | N |  |
| Reach Above Shoulder | S-0 | When stocking/retrieving items from upper storage/cooler/freezer/shelves, and hooks for use in food preparation. To raise the hood on the dishwasher. |
| Reach at Shoulder Height | O | When turning on ovens, stocking/retrieving items from storage/cooler/ freezer shelves, ovens, warmer. While in the process of raising the hood on the dishwasher. To push buttons on wall mounted chemical dispensers. |
| Reach Below Shoulder | C | Bowls, metal and plastic pans and trays for serving and baking. Mixing bowls and pouring containers. Kitchen cutting, mixing, and serving utensils, food scale, food storage containers and wraps such as foil or plastic wrap. Rolling carts. Knobs on baking and warming ovens, steam kettle and table. Fresh, frozen, and canned foods as well as paper products. Foil and plastic wrap rolls. Towels, cleaning cloths, spray bottles, buckets, and cleaning chemicals. Arm burn protectors. Computer keyboard, mouse, writing utensils, paperwork, telephone, calendars. |
| Handling/Grasping | C | Bowls, metal and plastic pans and trays for serving and baking. Mixing bowls and pouring containers. Kitchen cutting, mixing, and serving utensils, food scale, food storage containers and wraps such as foil or plastic wrap. Rolling carts. Knobs on baking and warming ovens, steam kettle and table. Fresh, frozen, and canned foods as well as paper products. Foil and plastic wrap rolls. Towels, cleaning cloths, spray bottles, buckets, and cleaning chemicals. Arm burn protectors. Computer keyboard, mouse, writing utensils, paperwork, |
| Feeling | O | While inspecting/preparing foods, to feel for produce ripeness, to be aware of temperature of food products and metal pans. |
| Fine Finger Manipulation | O | Plastic wrap and foil, paper and plastic bowls and boats, papers, keyboarding. |
| Hand or Foot Controls | N |  |
| Tasting/Smelling | F | While preparing foods, and the entire time worker is in kitchen to be aware of scorching or smoke, or smell of electrical burning, or strong scent of chemicals indicating a leak in the hoses to automated dispensers |
| Talking | F | With delivery persons, co-workers, supervisor, school staff, and students. |
| Hearing | F | While communicating with delivery persons, co-workers, school staff, and students. For sounds of failed equipment during food preparation. |
| Visual-Near Acuity | F | While performing the majority of the duties related to the position |

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency** | **Activity Description** |
| Visual-Far Acuity | O | Task A11, 13, 17, 20, B1: While maintaining orderliness/cleanliness of kitchen, storage, and eating areas. To assess aesthetics and design of poster displays and over all appearance of cafeteria. |
| Visual-Depth Perception | C | To be able to align cans with slots in rack and other items into designated storage spaces, baking trays with slots in ovens and warmers, to properly align items in dishwasher, to scoop and put items accurately on students’ trays, when cutting/preparing items for cooking/serving, while moving throughout cooking, storage, and eating area. |
| Visual-Accommodation | C | This is required while multi-tasking to perform all duties. |
| Visual Color Acuity | O | While receiving and preparing food to note condition and level of doneness. |
| Visual-Field of Vision | C | Frequency is determined by the worker’s method of performing duties. While washing tables, sweeping, reaching for items during food preparation, and while retrieving/stocking food items in cooler or the storage room. |
| **PHYSICAL DEMANDS RATING SUMMARY:** MEDIUM - Exerting ≤50 pounds of force occasionally, and/or ≤20# of force frequently, and/or ≤20# of force constantly to move objects. |

**WORKER CHARACTERISTICS:** *Worker functions of the tasks performed in the described position, in relation to:*

|  |  |  |
| --- | --- | --- |
| Date: 1 Coordinating | People: 3 Supervising  | Things: 1 Precision Working |

|  |
| --- |
| **Temperaments:** The adaptability requirements made on the worker by specific types of jobs |
| X  | DIRECTING, controlling, or planning activities of others. |   | Performing effectively under STRESS. |
|   | Performing REPETITIVE or short-cycle work. |   | Attaining precise set limits, TOLERANCES, and standards. |
|   | INFLUENCING people in their opinions, attitudes, and judgments. |   | Working UNDER specific instructions. |
| X  | Performing a VARIETY of duties. | X | Dealing with PEOPLE. |
|   | EXPRESSING personal feelings. | X | Making JUDGMENTS and decisions. |
|   | Working ALONE or apart in physical isolation from others. |  |  |

**BEHAVIORAL FACTORS:** Level 5 is low; 1 is high

**Aptitudes:** The specific abilities which an individual must have in order to learn to perform a given work activity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| General Learning Ability: | 3 | Manual Dexterity: | 3 | Clerical Perception: | 3 |
| Mathematical Ability: | 3 | Color Discrimination: | 4 | Finger Dexterity: | 4 |
| Form Perception: | 3 | Verbal Ability: | 3 | Eye-Hand-Foot Coordination | 5 |
| Motor Coordination: | 4 | Spatial Ability: | 4 |  |  |

**BEHAVIORAL FACTORS**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | \* GED: | RD | 2 |  MD | 1 |  LD | 2 |  | [Level 6 is high; 1 is low] |

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must be specific and related to the job.

**Rating Symbol Key:**

N = Never

S = Seldom - Under 10% of Work Day

O = Occasionally - Up to ⅓ of the time

F = Frequently - From ⅓ to ⅓ of the time

C = Constantly - ⅓ or more of the time

|  |  |  |
| --- | --- | --- |
| **Job Demand** | **Frequency** | **Activity Description** |
| Exposure to Weather | S | When taking cardboard outside to recycling bin |
| Extreme Cold  | O | Inside walk-in cooler/freezer |
| Extreme Heat | F | Using ovens, warmers and steam kettle |
| Wet and/or Humid | S | When operating dishwasher and steam kettle |
| Noise Intensity | MODERATE | Sounds of kitchen equipment; cafeteria filled with students |
| Vibration | N |  |
| Atmospheric Conditions | S | When operating dishwasher and steam kettle exposed to steam, and strong scent of cleaning agents. |
| Proximity to Moving Mechanical Parts | N |  |
| Exposure to Electrical Shock | N |  |
| Working in high, exposed places | N |  |
| Exposure to Radiant energy | N |  |
| Exposure to Explosives | N |  |
| Exposure to Toxic/Caustic Chemicals | N | Chemicals used are not caustic, are not to be mixed together. |
| Exposure to Radiation | N |  |
| Other Hazards | N |  |