



EMPLOYEE NAME: _____

Revised: 6/98; 8/98; 8/04; 11/06; 1/08, 04/08, 6/08, 10/08; 7/10;
10/12, 6/16, 12/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Manager-in-Training (MIT)	JOB CODE: 410B
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 188
REPORTS TO: Director, Food and Nutrition Services	PAY GRADE: MIT/Key Person (NF02)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Meet the requirements of the Food Service Manager’s position through a training program and on-the-job experience in selected cafeteria sites; assume supervisory role in Food Service Manager’s absence at given school.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Must successfully complete the CCSD FNS Manager-in-Training Program, including Orientation for Nutrition Employees (O.N.E.) and ServSafe Certification within 1 year of being hired as an MIT
3.	Experience: 2 years of prior food service and/or management/supervisory work experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to repetitively lift items weighing a maximum of 50 pounds; walk and stand on cement floor for up to 7.5 hours; climb ladder, stoop, bend, lift and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, frying, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; refer to page 3 for Physical Demand Categories
5.	Knowledge, Skills, & Abilities: Written and oral communication; possess planning, organization, money counting, basic math, basic computer, and management skills; sufficient understanding of instructions to effectively perform essential duties, including food preparation and meeting safety/sanitation guidelines; excellent customer service and conflict resolution skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance, and notifies Director when will be late or absent.
2.	Follows all procedures for handling money and maintaining financial records and reports.
3.	Utilizes resources (food, supplies and labor) effectively and efficiently.
4.	Prepares and submits travel reimbursement sheets to the Director by the 15 th of the following month.
5.	Prepares and submits MIT School Visit Forms to the Director within 5 working days of the visit.
6.	Operates the Food & Nutrition Services program according to the procedures outlined in the Manual for Cafeteria Managers and in compliance with all Federal, State, County and District regulations and policies.
7.	Assures compliance with food safety programs (FSR).
8.	Attends all manager and in-service meetings.
9.	Adheres to FNS approved dress code – uniform, gloves, hairnet, etc.
10.	Demonstrates ability to be flexible in job assignments.
11.	Demonstrates good leadership qualities.
12.	Interacts in a friendly manner with students, visitors, and staff. Responds to customer concerns appropriately.
13.	Participates in training classes and successfully meets requirements for each course.
14.	Participates successfully in on-the-job training in selected cafeterias.

15.	Displays a willingness to learn about the food service programs in the various grade levels.
16.	Follows all Human Resources procedures and personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, FNS Employee Handbook, Federal, State, and Local Reviews.
17.	Performs all Food Service Assistant Duties as needed.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

PHYSICAL DEMANDS:Dictionary of Occupational Titles- Physical Demand Categories:

Occasional
1-33% or 0-2.5 hrs p/day
0-100 reps

Frequent
33-66% or 2.5-5 hrs p/day
100-500 reps

Continuous
67-100% or 5 or more hrs p/day
500 or more reps

TASK/ACTIVITY	<u>Occasional</u> 1-33% per day	<u>Frequent</u> 34-66% per day	<u>Continuous</u> 67-100% per day
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push- The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured.	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	