



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; 7/24

JOB DESCRIPTION

POSITION TITLE: Manager-in-Training (MIT)	JOB CODE: 410D
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 188
REPORTS TO: Food and Nutrition Services Manager	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 at assigned cafeteria site; assume supervisory role in Food Service Manager’s absence.	
REVISION DATE(S): 7/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE (High School Equivalency) required
2.	Certification/License Required: Must successfully complete Orientation for Nutrition Employees (O.N.E.) and obtain ServSafe Certification during the first twelve months 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 hot and cold water; working for extended periods in extreme temperatures from hot to sub-zero; and using cleaning chemicals in solution, aerosol and powder forms. Subject to a noisy work environment
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, teamwork skills 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.
2.	Follows all procedures for handling money and maintaining financial records and reports.
3.	Operates the Food & Nutrition Services program according to the procedures outlined on the FNS Department Support Site and in compliance with all Federal, State, County and District regulations and policies.
4.	Assures compliance with all food safety program (HACCP) guidelines.
5.	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.
6.	Adheres to FNS approved dress code – uniform, gloves, hairnet, etc.
7.	Assists with the training of foodservice assistants.
8.	Demonstrates ability to be flexible in job assignments.
9.	Utilizes resources (food, supplies and labor) effectively and efficiently.
10.	Demonstrates good leadership qualities.
11.	Interacts in a friendly manner with students, visitors, and staff. Responds to customer concerns appropriately.
12.	Participates in training classes and successfully meets requirements for each Manager Pathway.

13.	Participates successfully in on-the-job training.
14.	Performs all Food Service Assistant Duties as needed.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____