

POSITION DESCRIPTION

POSITION TITLE: SCHOOL NUTRITION PROGRAM MANAGER-IN-TRAINING (MIT)

SALARY GRADE:

WORK YEAR: 181 DAYS

HOURS: 8 hrs per day

RESPONSIBLE TO: SUPERVISOR OF TRAINING

GENERAL DESCRIPTION OF POSITION:

Completes all necessary training to improve upon previously learned skills and develop new skills in preparation for independently and successfully managing the School Nutrition Program in compliance with all federal, state, local and FCBOE policies and procedures once promoted to a SNP Manager position.

QUALIFICATIONS:

Education and Experience:

Minimum high school graduate or GED; college degree preferred. National Restaurant ServSafe Certified. Previous food service or management experience required; school nutrition food service management experience preferred.

Physical Requirements:

- Lift and carry a minimum of 50 lbs.
- Lift with the use of a ladder in high places.
- Lift heavy items from a stooping position.
- Work with hands in hot water and chemicals approved for use in the School Nutrition Program operation.

GENERAL RESPONSIBILITIES:

- Communicate effectively and professionally with customers, staff and administrators and to work with them in a tactful, considerate, and cooperative manner.
- Follow instructions both verbal and written.
- Implement and adhere to Classified Employee Work Rules and School Nutrition Personnel and Uniform Standards, including advance reporting of absences to Supervisor of Training and Area Supervisor and Principal of school they are training in.
- Maintain high sanitary conditions in cafeteria area via the implementation of all HACCP procedures including employee cleanliness and food handling, receiving, storage, and preparation and cooling.
- Improve job related skills and take pride in serving all students.
- Complete all required manager training including but not limited to monthly Managers' Meetings, MIT classes, Training-in-Depth courses, 12 hours In-Service annually, and 30 hour Orientation for Nutrition Employees.
- Maintain current ServSafe certification.
- Create an atmosphere in the cafeteria, which results in high percentage of student and adult participation.
- Support activities that complement the total educational process of the school.
- Promote the School Nutrition Program and foster good public relations.
- Perform as the acting manager in the absence of the SNP manager.
- Perform other duties and responsibilities as assigned.

TRAINING RESPONSIBILITIES:

- Complete training rotations and rotation evaluations as assigned.
- MITs will be categorized in one (1) of three (3) levels: MIT 1, 2, and 3. Levels are based on previous experience and knowledge of the school nutrition program and determines type of on-the-job training received in rotations and the progression through program. Outside applicants will begin at MIT 1 unless applicant has previous SNP experience and at the discretion of the Supervisor of Training.
- MIT 1's will complete three (3) 3-week rotations with focus on cash reconciliation procedures, quality food production and service, production records, implementing food safety and sanitation procedures, temperature logs, inventory control.
- MIT 2's will complete three (3) 6-week rotations with focus on catering processes, ensuring students receive reimbursable meals in an Offer vs. Serve operation, utilizing school nutrition software, free and reduced-price meal application processes, ordering and receiving, monitoring food production, End of the Month procedures, records retention and organization, monitoring employee work schedules, kitchen maintenance, and completing all other managerial tasks.
- MIT 3's will complete one (1) 6-week rotation managing a cafeteria with limited supervision.