



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Child Nutrition Assistant Manager**
Job Family: **Child Nutrition**
Prepared/Revised Date: **May 20, 2025**

FLSA Status: **Non-Exempt**
Pay Range: **CN25H**
Job Code: **60710**

SUMMARY: Responsible for assisting with providing quality, efficient and cost-effective management of school kitchen. In conjunction with the kitchen manager or in their absence perform and oversee all aspects of food preparation and service of meals including scheduling, directing, training and supervising child nutrition workers. Maintain and review all kitchen financial records and reports. Order, receive, store, rotate, and inventory all food and supplies. Responsible for preparing and serving a full range of food for school meals as required. Assist with all aspects of production and service of meals including cooking, line setup, replenishment, and operating point of sale system including cash collection. Clean all food preparation and service areas, label, date, and store leftover food. Clean kitchen equipment, surfaces, and floors. Comply with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display exceptional customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist kitchen manager in supervising, directing and training kitchen staff. Assist and direct staff as needed with meal preparation by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain accurate daily production records.
2. Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment. Empty kitchen trash and recycling containers. Sweep and mop kitchen floors.
3. Serve food and provide customer service and communication to students, staff, and community.
4. Operate point of sale system including preparation and processing of accurate payments, day end reports and money deposits; verify correct amount of change in cash box daily. Enroll customers into point-of-sale with finger scanning as required. Properly close out sites daily as need on point-of-sale.
5. Assist with ordering, receiving, storing and rotating food and supplies to maintain inventory control. Maintain and ensure complete and accurate daily production records. Properly receive, check-in and store food and equipment from warehouse and vendors. Maintain, date, and label food for storage. Perform inventories as scheduled and assist manager with food and supply orders.
6. Maintain, ensure, and review all kitchen financial records, including deposits; review financial reports, inventories, and other reports. Verify that all meal counts, deposits, and change funds are accurate and completed daily.



7. Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies, and regulations.
8. Provide kitchen manager relief as needed. Provide department expertise and positive team leadership to ensure kitchen team is operating positively and effectively per department and district guidelines.
9. Communicate, coordinate, and resolve issues with principal, school staff, parents, and supervisors. Ensure kitchen staff provides excellent customer service to all customers. Display accurate and quality signage, marketing, and food presentation of all meals.
10. Attend all required departmental trainings.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or G.E.D.
- Previous institutional food service experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- ServSafe certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Ability to count money and make change
- Basic reading, writing, and math skills
- Ability to communicate positively with customers, staff, parents, supervisors, and community members
- Ability to work as a team
- Ability to follow oral and written instructions
- Interpersonal relations and customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Knowledge and skills in food preparation, service, and efficiency
- Ability to work various shift times, including early mornings
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use a calculator and learn the point-of-sale accounting system
- Basic operating knowledge of and experience with oven, steamer, dishwasher, and other kitchen equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Manager	
Direct reports:	May have direct supervisory responsibilities of kitchen staff when manager is absent.	Up to 5

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate	X			
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X



VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	