

# Nyssa Public Schools

*A Community Committed to Student Success*

804 Adrian Blvd. School District #26  
Nyssa, Oregon 97913-3689

Phone: 541-372-2275  
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DARREN JOHNSON, Superintendent  
RYAN HAWKINS, Assistant Superintendent  
JENNA RAVENS CRAFT, Athletic Director

Principals: BRETT JACKMAN, High School  
LUKE CLEAVER, Middle School  
MATT MURRAY, Elementary School

February 19, 2021

The Nyssa School District 26 has the following position available, starting immediately.

**CONFIDENTIAL/EXEMPT POSITION**

***Food Service Lead Cook, Floor Manager***  
***Full time position***

Reports to the District Food Service Director

*Requirement(s) for position:*

- ° High School Diploma or GED equivalence*
- ° Food service experience preferred*
- ° Food Handler Certification – must have or be able to obtain as soon as possible*
- ° Must complete food service training required by Oregon Department of Education*
- ° Must complete a Fingerprint Based Criminal History Verification and be approved*

Salary - \$40,000 to \$45,000, depending on experience  
Benefits included

Contract Days – 260

The job description for this position is available on the district website  
[www.nyssa.k12.or.us](http://www.nyssa.k12.or.us) or upon request.

Position will remain open until filled.

Please contact Audrie Tracy for application information [atracy@nyssasd.org](mailto:atracy@nyssasd.org)

**Nyssa School District  
Job Description**

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**Job Title:** Manager – Child Nutrition Services  
**Reports To:** Director – Child Nutrition Services  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position is responsible for assistance with coordinating and directing the work of food service personnel in preparing nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create ensure a safe and healthy work environment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District state, local and federal laws, rules, regulations policy(ies), and procedures.
  2. Knows and follows all safety and sanitary rules and regulations related to food handling..
  3. Maintains, supervises, and instructs food service personnel in the highest standards of safety, cleanliness and efficient use of kitchen equipment.
  4. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
  5. Operates kitchen equipment including dishwasher, slicer, mixer, etc., while maintaining sanitary specifications and ensures equipment maintains proper operating temperatures.
  6. Reports safety, sanitary and fire hazards immediately to supervisor.
  7. Knows, understands, and applies Federal guidelines for the Child Nutrition Program and ensures District compliance to all regulatory requirements set by the National School Lunch Program.
  8. Assists with the creation and implementation of the school menu and tests uniformity of recipes to determine if finished products are of the best quality both in flavor and appearance.
  9. Assists with determining the quantities of food to be prepared daily and the size of servings to meet the necessary regulatory age requirements.
  10. Supervises Child Nutrition Workers during the preparation of meals, to include participating in the planning, cutting, cooking and preparation of food items according to the planned menu.
  11. Provides assistance with planning and staffing of various District events such as special dinners, breakfasts, in-services, etc.
  12. Assists with inventory record keeping and rotation.
  13. Maintains timely, accurate records according to state requirements.
  14. Professionally represents the school and the District in interactions with parents, community, staff and students.
  15. Maintains appropriate certifications and training hours as required.
  16. Attends work regularly and is punctual.
  17. Assists with the screening, hiring, training and evaluation of employees in a timely manner as well as scheduling substitutes as necessary.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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### SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of Child Nutrition Workers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school; or at least two years' related experience and/or training or equivalent combination of education and experience.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid Oregon Food Handler card, CPR/First Aid card and Oregon Driver License.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the school cafeteria/kitchen setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon activities and student population. The employee may occasionally be exposed to wet or humid conditions. Employee may be exposed to blood borne pathogens.

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## OTHER

<p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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<p>Adopted Date: February 11, 2013</p>
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I have read and understand this job description.

**Signature:**

**Date:**

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