



Title:	Child Nutrition Manager
Reports to:	Child Nutrition Director
Terms of Employment:	10 Months
Salary:	TBD

NATURE OF WORK:

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools. Tasks are performed according to established guidelines and procedures. The employee is expected to resolve most problems that arise in the operation of a school cafeteria. Errors by the employee may result in serious disruption of the food service or loss of time and money. The employee receives general supervision. The employee directly supervises other employees in the school cafeteria.

High School Diploma or Equivalent are required

ILLUSTRATIVE EXAMPLES OF WORK

Employee is required to maintain Serve Safe Certification

Food Production and Service

Schedules work to be done.

Follows planned menus with occasional substitutions as allowed.

Applies prescribed quality standards and quantity controls.

Observes food preparation and line service to assure quality and proper presentation of food.

Displays food to reflect school and seasonal activities.

Plans use of left-over foods.

Purchasing, Storage, and Inventory

Requisitions foods and supplies as needed.

Verifies cost, quantity, and quality, of items received.

Advises supervisor concerning improper quality/condition of items received.

Sets up and ensures proper storage of all items according to prescribed standards.

Inventories items according to established system.

Rotates stock in a timely manner.

Equipment and Facility Management

Oversees the use of equipment.

Requests repairs and replacement of equipment as needed.

Maintains a constant check of conditions of sanitation and safety and makes needed corrections.

Oversees use of facility by other groups.

Personnel Management and Supervision

Assigns work to staff.

Maintains time sheets and leave records.

Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.

Evaluates performance of each employee.

Counsels employees to maintain productive working relationships.
Recommends hiring and disciplining of employees.
Conducts staff meetings.