

Union Public Schools Job Description

Position Title: Child Nutrition Manager
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Exempt

SUMMARY: Responsible for all aspects of food production and supervision of cafeteria staff in assigned school, keeping within sanitation, food cost, and scheduling guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Implements planned quality menus; incorporates time saving production techniques, effective merchandising and nutrition education activities.
- Assumes responsibilities for receiving, storing, handling, preparing, and serving of food according to established standards.
- Assures that the sanitation and safety practices in all phases of the school food service operation meet established standards.
- Maintains a required system of accountability.
- Plans schedules and work assignments.
- Promotes student and staff satisfaction.
- Involves staff and community in food service activities.
- Communicates concerns to director about policies and procedures.
- Assists director in special school functions.
- Manages the program in accordance with federal, state, and local requirements.
- Develops job duties for Assistant Manager and employees.
- Implements the line of authority chart.
- Develops management program to correct service deficiencies.
- Trains and supervises building food service staff. Evaluates staff on an annual basis.
- Makes necessary recommendations regarding employee development and continued employment.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED). Previous experience with quantity food preparation and service. Completion of the State Department of Education School Food Service statewide training program or equivalent preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires Servesafe certification and/or Food Handlers permit or must obtain Servesafe certification after hire within a time frame designated by Director of Child Nutrition.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with coworkers and students. Good organization and math skills; ability to lift 50 pounds, ability to perform job and communicate in a noisy environment. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crate, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, depth perception 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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and occasionally will walk on slippery surfaces. The noise level is usually quiet to moderate and occasionally the noise level is frequently loud enough that the employee must raise his/her voice to be heard.