



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Child Nutrition Manager</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 58 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Director of Child Nutrition Services
<b>SUPERVISES</b>	Cafeteria Assistants
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	20 Minimum
<b>NUMBER OF MONTHS PER YEAR</b>	Based on school calendar

### **POSITION PURPOSE:**

The Child Nutrition Manager is responsible for planning, managing, monitoring, supervising and providing assistance in the provisioning, operation, and functions of the school food service facility (cafeteria) with a staff serving breakfast and lunch with additional ala carte sales.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the preparation, cooking and serving of food in large quantities
- General knowledge of food quality and values
- Some knowledge of special dietary requirements
- General knowledge of the practices used in receiving and storing food in large quantities
- General knowledge of kitchen sanitation and safety measures used in food handling and in operation, cleaning and care of utensils, equipment and the work area
- General knowledge of the free and reduced lunch program available for students and the ability to be sensitive to the needs of the students who qualify for assistance
- General knowledge of financial management, recording, and receipting

- Ability to supervise the work of others
- Ability to prepare reports
- Ability to establish and maintain effective working relationships with associates, students and school staff
- Ability to maintain emotional control
- Ability to work with others in a close, fast paced environment
- Ability to address customers and staff in a pleasant, courteous manner
- Ability to be organized and able to manage multiple responsibilities simultaneously and correctly complete reports and documents in a timely manner

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School diploma or GED
- Must have successfully completed the manager training class and successfully performed responsibilities while training as an on the job manager
- Considerable experience in school food services or other food services
- Relevant training in Nutrition, Operations, Administration and Communications and Marketing per the USDA Professional Standards
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid SNA Certificate in School Nutrition and School Nutrition Specialist (SNS) Credential
- Continued participation in food service continuing education courses as required by the USDA
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Associate's or Bachelor's degree from an accredited institution in food services management or related area
- Advanced training in USDA Professional Standard requirements

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Plan, coordinate, assign, oversee and participate as required in the preparation, cooking and serving of food
2. Prepare and maintain necessary records and files
3. Identify problems and suggest changes regarding methods and procedures
4. Open kitchen, set up equipment, and prepare cafeteria for serving
5. Train personnel in operational procedures
6. Maintain accurate food service records
7. Maintain consistency in food preparation and service to students and school employees
8. Prepare equipment for food preparation and monitor refrigeration equipment
9. Order cafeteria supplies and prepare food orders as needed
10. Prepare food as needed
11. Prepare USDA inventory and production records

12. Set up monies for cash registers
13. Count and balance cash received, prepare deposit slips and deposit monies in bank
14. Prepare work details for next day; secure kitchen for next day and when not in use
15. Supervise cleaning and sanitizing of eating utensils, counters and equipment
16. Compile reports, bills, deposit slips and cash register reports
17. Receive, check and sign for food delivered to school
18. Prepare work schedule and keep worker time sheets
19. Prepare food production reports
20. Prepare roster sheets
21. Coordinate efforts with school staff, faculty and support personnel that include delivery, maintenance, security, custodial activities
22. Collaborate with administration and school Test Coordinator regarding meal service schedule during end of course and end of year assessments; prepare bag lunches for students as necessary
23. Attend required meetings
24. Perform other duties as assigned by the Principal or the Director of Child Nutrition

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered moderate to heavy physical work requiring the exertion of up to 50 pounds of force. Must be able to withstand heat and standing for long periods of time. Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling can be involved.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*