

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources
DATE: February 18, 2021

We are now accepting applications for the following vacancy: **Child Nutrition Manager**

Location: Adena Elementary

Position: 7 Hours per day, .875 FTE, 5 days per week

Qualifications: Current ServSafe Certification is required and must not lapse during employment.

Contract Days: 189 days per school year calendar

Salary: Per salary schedule at Lakota, starting salary is \$16.30 per hour based on experience.

Application Process: Current Lakota employees may apply through **3:00 pm, February 24, 2021**. Following the review of all internal applicants, Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: February 24, 2021

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Child Nutrition Manager

Department: Child Nutrition

Reports to: Child Nutrition Field Supervisor

Hours: 7 hours per day; 8 hours per day for 10-12 buildings, 5 days per week

Contract: 189 Days

SUMMARY:

Oversees all aspects of a district cafeteria. Supports the Child Nutrition department to ensure an efficient daily operation occurs from prepping to serving, etc.

MINIMUM EDUCATION:

High School Diploma or equivalent.

ServSafe® Food Safety Program for Managers- Certification must not lapse.

EXPERIENCE:

Three (3) to five (5) years of previous experience managing food service programs and personnel. Working knowledge of MS Office (Word and Excel,) and Microsoft Outlook calendar.

RESPONSIBILITIES:

- Maintains a positive attitude and works as a cooperative team member.
- Other duties as assigned by supervisor or designee.
- Maintain excellent public relations with parents, teachers and students for all activities associated with food service in the school. Maintain close contact with principals and administrators and be responsive to their requests.
- Responsible for all cafeteria money received in the school and maintain financial accountability records for state reviews and state and federal audits.
- Supervise delivery of supplies, purchased and commodity foods.
- Supervise storage of food maintaining sanitation and security standards.
- Supervise the preparation of food items listed on the menu in compliance with standard recipes or other procedures as designated.
- Requisition through the Child Nutrition office sufficient food and supplies to ensure menu compliance.
- Supervise the serving of food during designated meal periods, emphasizing food presentation, sanitation, efficiency of service, and portion control to meet all federal food service regulations.
- Supervise cafeteria employees in maintaining safe and sanitary conditions in all areas of the kitchen.
- Enter work and tech requests by computer for repair service on all kitchen equipment and facilities; or contact Child Nutrition supervisor for emergency service.
- Accurately prepare daily reports, inventory reports, production reports, daily charges, bi-weekly employee time sheets, special event or facility usage forms and other reports as required by the Lakota Child Nutrition office.
- Manager may work in any Child Nutrition position as needed for any length of time deemed necessary to provide continuous service.

EMPLOYMENT REQUIREMENTS:

- Work performed in a cafeteria environment.
- Ability to lift to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver's license required.
- ServSafe® Food Safety Program for Managers- Certification must not lapse.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

January 2020