

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources
DATE: September 5, 2025

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

Location: Hopewell ECS

Position: 7 Hours per day, .1 FTE, 5 days per week

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

Date of Employment: November 3, 2025

Contract Days: 184 days per school year calendar

Salary: Per salary schedule at Lakota, starting salary is \$18.52 per hour based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 pm, September 11, 2025**. 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: September 11, 2025

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 Assistant Director

Hours: 7 hours per day; 5 days per week

Contract: 184 Days

Salary Schedule:

SUMMARY:

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

- Maintain a positive attitude and works as a cooperative team member.
- 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.
- Order food and supplies weekly based on the menu and inventory.
- Receive orders and supplies by receiving them electronically and physically putting the stock away.
- Ensure storage of food meets sanitation and security standards.
- Responsible for preparation, set-up and service of daily breakfast and corresponding reports.
- Supervise the preparation of food items listed on the menu in compliance with standard recipes or other procedures as designated.
- Verify that meal components served meet State and Federal Regulations for reimbursement.
- Supervise and assist 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.
- Train staff in operational procedures and cross-training in key areas of food preparation and service.
- Accurately complete daily end of day paperwork and banking reports. Responsible for all cafeteria money received in the school and maintain financial accountability records for state reviews and state and federal audits.
- Enter work and technology requests by computer for repair service on all kitchen equipment and facilities; or contact Child Nutrition supervisor for emergency service.
- Accurately prepare daily reports, temperature logs, inventory reports, production records, bi-weekly employee time sheets, monthly physical inventory, and other reports as required by the Lakota Child Nutrition office.
- Perform assigned duties without close supervision and apply problem solving skills as needed.
- Manager may work in any Child Nutrition position as needed for any length of time deemed necessary to provide continuous service.
- Other duties as assigned by supervisor or designee.

OTHER SKILLS AND ABILITIES:

- Must possess basic skills in reading, writing and math for the purpose of making necessary measurements, reading of gauges and instruments, mixing chemicals or other related items as applicable.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to solve practical problems and deal with a variety of variables in situations that may arise.
- Ability to maintain composure under stressful conditions.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to use computers where applicable.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a cafeteria environment
- Ability to lift up 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