



Manager, School Nutrition

Reports to:	Assistant Director of School Nutrition	Structure/Grade:	Unified 121
Division:	Transportation Operations	Workdays:	190 Days

Position Summary

Manage and direct the implementation of an efficient school nutrition program. Manage a team of specialists and staff, ensuring that operations run smoothly and that resources are used effectively. Participate in the development of policies and procedures and oversee the department's budget management.

Essential Job Duties

- Provide technical expertise to the department, working on issues that require an in-depth knowledge of the functional area.
- Supervise and train school nutrition personnel to ensure compliance with local, state, and federal guidelines.
- Oversee budget, cost containment, and staffing for the department.
- Manage food and supply procurement for the school nutrition program.
- Maintain inventory control systems to ensure efficient operations.
- Direct meal preparation activities to meet quality standards.
- Oversee the food quality and safety standards throughout the school nutrition program.
- Manage department sanitation, ensuring adherence to health regulations.
- Perform additional duties as assigned.

Qualifications

- High School Diploma or GED supplemented by education/training in Food and Nutrition, Food Service Management or closely related area required.
- Minimum three (3) years institutional food service or closely related experience required.
- Georgia Department of Education Training-in-Depth core courses (1-4) certification must be obtained within four years of employment. Certification must be valid throughout the duration of employment [Renewal every three (3) years].
- ServeSafe Certification must be obtained within 90 days of employment and valid throughout the duration of employment [Renewal every five (5) years].
- Documented completion of the two-step Tuberculosis Screening test within one (1) year of hire and annually upon hire

Knowledge, Skills, and Abilities

- Knowledge of personnel management and training principles and protocols
- Knowledge of nutrition and the nutritional value of foods
- Knowledge of relevant food handling preparation, service, safety, and sanitation standards and regulations
- Knowledge of all relevant health and safety policies, procedures, laws, and regulations
- Ability to maintain clean and hygienic kitchen and dining areas
- Ability to provide technical expertise to the department



- Ability to apply knowledge to inform others
- Ability to resolve problems that are not clearly defined
- Ability to use knowledge of the organization to develop solutions to improve results or solve a problem
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to interact with management in matters that affect the department
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Good computer skills, and the ability to use all relevant software
- Ability to maintain records

Physical Demands and Work Environment

- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Frequently remains in a stationary position.
- Occasionally moves about the workspace to access equipment and materials.
- Frequently moves boxes and products weighing up to 50 pounds.
- Frequently exposed to extreme temperatures.
- Frequently exposed to loud noises.
- Occasionally exposed to oils and fumes from food products and equipment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.