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## CHILD NUTRITION MANAGER I

### QUALIFICATIONS

High school diploma or GED equivalent  
Minimum of three years food service experience  
Good communication and human relation skills  
Leadership ability  
Ability to apply reasoning and analytical skills to situations

### REPORTS TO

Building Principal and Child Nutrition Administration

### SUPERVISES

Cafeteria employees

### JOB GOAL

To serve the students attractive, nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

### ESSENTIAL FUNCTIONS

Assigns, directs, plans, and supervises the work of cafeteria employees in the cafeteria.  
Plans and directs the preparation and serving of all food in the cafeteria and clean-up after same.  
Directs sanitation procedures and inspects the kitchen, equipment, and storage areas for cleanliness.  
Plans, directs, and supervises cleaning schedule for dining area of the cafeteria as well as the serving area.  
Secures food and supplies and maintains inventories.  
Instructs new cafeteria employees in performing their assigned tasks and evaluates their performance.  
Secures revenue until it has been turned over to the proper authorities.  
Keeps and submits accurate records and reports as required.  
Evaluates employees and operation.  
Works with school staff and food service administration to plan and coordinate nutrition education activities.  
Works with school staff and food service administration to promote parent and student involvement in food service.  
Works cooperatively with food service administration to insure that district, department, state, and federal policies and regulations are being followed.  
Maintains beautification of dining area.  
Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification: Child Nutrition Manager I  
Scale: Classified  
Grade: E  
Days Employed: 199 per school year  
Range: \$11.85-\$19.05  
Beginning Salary \$11.85 per hour  
Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.  
Overtime: Non-exempt

CODES

MS Personnel/Accreditation Data: 751006 (Cafeteria Manager)