

The Meriwether County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

TITLE: School Nutrition Manager

JOB CODE: 478 School Food Service Manager

CONTRACT/WORK YEAR: 190

REPORTS TO: Principal & Director of School Nutrition

EVALUATION: Evaluated annually by the Director of School Nutrition

GOAL: The School Nutrition Manager is responsible for maintaining policies and standards of the system, in the school, regarding practices of food preparation and service, sanitation, personnel management and record keeping.

SALARY: Salary based on appropriate salary schedule (based on credentials), adjusted for days worked

SUPERVISION DUTIES: All school food service personnel in individual food service units, as assigned.

FSLA: Non-Exempt

BOARD APPROVED: Updated February 13, 2024

QUALIFICATIONS:

1. High school diploma or State Approved High School Equivalency
2. Will complete the 150 hours of core training in depth course work the first 5 years of employment.
3. Required to complete 10 hours of professional training annually, in addition to ONE (30 hours).
4. Must communicate effectively with a vast range of people.
5. Should have pleasant personality, clean and well groomed, neat and professional in appearance.
6. Applicant for manager is preferred to have had at least one year's experience as an assistant manager in a school food service program, or some related food service.
7. Is encouraged to participate in local, state, and national Professional Associations.
8. Applicant must be computer literate, and should also have basic knowledge of Microsoft Word, Excel, & e-mail.
9. Proficient in written and oral communication skills; planning, organization, management, math and money handling; deal with multiple tasks and food preparation.
10. Must be Serv Safe Certified by the end of first year of work.

DUTIES & RESPONSIBILITIES

1. Oversees and manages the meal production, service line set up, meal presentation food quality, and sanitation procedures. Provides leadership and direction to all school nutrition food assistants to ensure that all schools serve high quality meals.
2. Ensures the school site program operation fully implements all federal, state, and local procedures related to SNP.
3. Purchases food and supplies according to policies set up by the Board of Education, USDS, and SNP Director.
4. Cooperates with the SNP Director in the financial operation of the cafeteria.
5. Cooperates with the Principal and other school faculty members in furthering the school food service program as an educational asset in the school program, including the use of the cafeteria as a laboratory.
6. Plans manager's choice menus using appropriate leftovers when possible.
7. Follows system menus.
8. Establishes duties and work schedules for all employees. Work schedules must be posted and implemented.
9. Maintains desirable standards of operation, sanitation, and conduct.
10. Follows all standard operating procedures.
11. Maintains temperature logs of coolers, freezers, and storerooms. Oversees the locking of storerooms and securing the kitchen.

12. Maintains all required forms daily - food production records, # 112, 118, 120 & supplemental sales form.
13. Keeps necessary records and financial accounts the SNP Director may deem necessary and submits such reports to the SNP Director on schedule. Report performance of late reports will be documented.
14. Keeps accurate time sheets and turns them in to the office of the Director on schedule.
15. Follows System HACCP Plan
16. Participates in all "in-service meetings".
17. Substitutes at any job, when necessary, and does other work as required.
18. Instructs employees regarding the policies of the school food service program. And sees that polices are enforced. Provides on the job training.
19. Makes recommendations concerning the program to the Director and the Principal.
20. Carries out recommendations and plans in cooperation with the Director and Principal
21. Interviews prospective employees with the Director.
22. Encourages each employee to observe high standards of grooming and work habits.
23. Use standardized recipes and instructs and leads employees in their use.
24. Supervises and instructs all employees in the correct and safe use and maintenance of equipment.
25. Reports accidents and emergencies to the school secretary immediately. The school secretary will complete the worker's comp form and send to the Central Office.
26. Knows and assists in implementation of correct collection procedure for breakfast and lunch, etc.
27. In collection year, will collect, check, and route all lunch applications to the nutrition office.
28. Evaluates employee's performance annually. Write a corrective action plan if necessary.
29. Trains assistant managers in all management functions.
30. Manager is encouraged to participate in nutrition education implementation.
31. Required to dress in uniforms and shoes provided or furnish their own appropriate ones, "Appropriate" will be determined by the Director.
32. Required to check temperatures in the summer months.
33. Performs such other tasks and assumes such other responsibilities as the Director or Principal may assign.

Additional Notes

NOTE: The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Meriwether County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

PHYSICAL DEMANDS: Routine physical activities are required to fulfill job responsibilities; Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities; Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

Additional Notes for Job Descriptions:

Job descriptions are designed and intended only to **summarize** the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Director.)*

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other occupational qualifications and criteria may be utilized as needed in the selection process.

Signature _____

Date _____