



<b>TITLE:</b>	<b>Child Nutrition Manager I</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Director of Child Nutrition</b>	<b>TERMS:</b>	<b>179 Days</b>
<b>DEPARTMENT:</b>	<b>Child Nutrition</b>	<b>PAY GRADE:</b>	<b>CN5</b>

**PRIMARY PURPOSE:**

To ensure that student meals are properly prepared and nutritious. Also maintain an atmosphere of efficiency, cleanliness, and friendliness at all times.

**QUALIFICATIONS:****Education/Certification:**

High School diploma or GED (preferred)

TASN (Texas Association of School Nutrition) Level One (1) Certification preferred

**Special Knowledge/Skills:**

Ability to successfully interact with students, professional employees and district patrons.

**Experience:**

Experience with clerical or related duties

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Employee Punctuality and Appearance:**

Employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. All employees are required to report to work dressed in a manner that reflects a positive image and appropriate for their position.

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours, frequent district wide travel and occasional out of district travel. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying up to 40 lbs.; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

**Essential Functions:**

1. Successfully interact with students, employees, staff, district parents, administrators, and supervisors regarding the serving of meals as well as the overall operation of the kitchen.
2. Supervise, train, and evaluate food service personnel in their daily assignments.
3. Promote, follow, and maintain high standards/practices for safety and sanitation in all working conditions.
4. Keep informed of, compile, produce, and understand records concerning Federal meal Program.
5. Order all cafeteria supplies on a weekly basis keep an adequate supply available and maintain an accurate inventory.
6. Operate within departmental and kitchen budget.
7. Follows all policies and guidelines for federal, state, and district.
8. Maintain confidentiality of information.
9. Perform other duties, as assigned by director.



The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

---

Signature

---

Printed Name

---

Date