

**JOB DESCRIPTION  
CHILD NUTRITION MANAGER**

9e.

**TITLE:** Child Nutrition Manager

**QUALIFICATIONS:**

- Ability to read and write English and communicate well, both orally and written.
- Minimum five years food service experience.
- Proper certification as required by state.
- Must be bonded.
- Diplomatic, congenial manner; appropriate, well-groomed appearance.
- Supervisory skill and ability.
- High School Diploma or equivalent.
- Basic computer skills: emails, Word, Excel ...
- Other requirements as outlined by the Board and by Administration.
- Good physical condition with ability to lift 40 pounds, able to walk, stand, lift, operate equipment and stoop for long periods of time.

**REPORTS TO:** Child Nutrition Director

**JOB GOAL:** Manage the school cafeteria for students, faculty and staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates, supervises and instructs cafeteria staff in the most efficient and safe operation of equipment and preparation of meals.
2. Checks food shipments, signs receipts, and sees that they are stored properly.
3. Determines portion sizes, numbers to be fed, and food substitutions, if necessary, daily.
4. Sees that food is prepared as planned, tested and of the best quality for the students.
5. Prepares cost breakdowns, payroll information, requisitions, correspondence.
6. Checks supplies, equipment and cafeteria area to assure safety and protection from theft and vandalism.
7. Supervise sanitation of facilities, safety of food, kitchen staff and students; reports any problems and accidents in area to proper authorities.
8. Reports to Child Nutrition Director any irregularities either with personnel or with food.
9. Keeps abreast of latest institutional food handling techniques through self or department education.
10. Performs duties in a safe manner to ensure the prevention of injury to self and others.
11. Performs other duties as assigned and required.

**TERMS OF EMPLOYMENT:** 190 days    Classified    Non-Exempt

**EVALUATION:** Performance of this job will be evaluated annually by the Child Nutrition Director.

**Approved by the School Board on: July 11, 2006**

**Revised: January 10, 2017**