

# **RED LION AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE: CHILD NUTRITION MANAGER**

**STATUS: EXEMPT – 20 C.F.R. §541.100 – 220 Days**

### **QUALIFICATIONS:**

1. Bachelor's Degree.
2. Minimum of two (2) years of food industry supervisory experience.
3. Knowledge of state and federal regulations relating to school district food service.
4. Safe-Serv certification or ability to acquire such certification.
5. Such alternatives or equivalents to these requirements as the Board may find acceptable.

**REPORTS TO:** Chief Financial and Operations Officer

**JOB GOAL:** Provide day-to-day leadership, oversight, and sound fiscal decisions for activities relating to food service in the School District.

### **ESSENTIAL FUNCTIONS:**

1. Directs and manages all food service personal, including Cafeteria Managers, ensuring effective performance, accountability, and adherence to district standards.
2. Completion of all required performance evaluations.
3. Approve all purchases related to food service.
4. Serve as hiring manager for all vacant food service positions.
5. Determine the work assignments for all food service staff.
6. Monitor the fiscal performance of all food service facilities and complete a monthly review with the Business Officer Supervisor.
7. Facilitate and track completion of professional standards training to ensure staff completion.
8. Comply with federal requirements for household eligibility for federal free and reduced lunch programs.
9. Supervise the acquisition, storage, distribution, and tracking of all purchased and government food service commodities inventory.
10. Manage dedicated webpage space for the Child Nutrition Department.
11. Compile and submit mandated state food service reports and applications.
12. Act as liaison to student groups regarding issues relating to District food service.

13. Prepare and distribute monthly food service menus containing diverse and nutritious items.
14. Oversee repair and replacement of food service equipment in coordination with the Buildings and Grounds Department.
15. Make recommendations regarding personnel changes regarding hiring, firing, advancement, and promotion of District food service staff.
16. Conduct regular and periodic quality control and state-required inspections of food service facilities to ensure compliance with state and federal regulations.
17. Coordinate internal controls relating to student food allergies.
18. Perform update and maintenance of the District Point-of-Sale system as needed.
19. Perform required on-site point-of-sale audits.
20. Assist in preparation of annual food service budget.
21. Ensure compliance with federal menu certification program.
22. Provide quality customer service to all faculty, students, parents, and community members.
23. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
24. Comply with all rules, regulations, and policies of the District.
25. Perform all other duties as assigned by the Chief Financial and Operations Officer and other supervisory personnel.
26. Complete 12 hours of annual continuing education/training.

**PHYSICAL DEMANDS:** Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

**SENSORY ABILITIES:** Visual acuity.  
Auditory acuity.

**WORK ENVIRONMENT:** Typical administrative office and commercial kitchen environments.  
Exposure to material, air, and surfaces at high and low temperatures.  
Exposure to natural gas and various cleaning products.  
Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills.  
Must be able to work in an environment with frequent interruptions.  
Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively.  
Ability to organize tasks.

Ability to handle multiple tasks.  
Ability to exercise good judgment.

**SPECIFIC SKILLS:**

Must possess leadership skills.  
Must possess managerial skills.  
Must possess computer skills.  
Ability to operate various office and commercial food service equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

**TERMS OF EMPLOYMENT:**

This position is exempt from the Red Lion Area Education Support Professionals Association as a first level supervisor. All terms and conditions of employment will be in accordance with the union-exempt compensation plan, the board-approved contract for this position, and School Board Policy.

*The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.*

*The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.*

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

**Date Revised:** April 8, 2026

Employee: \_\_\_\_\_