UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHILD NUTRITION MANAGER

FLSA STATUS—NON-EXEMPT LEVEL 1-2

SALARY LEVEL Per Pay Schedule

GENERAL STATEMENT OF JOB

To provide nutritionally adequate meals meeting Type A requirements; organize, train, supervise, and evaluate Child Nutrition employees; supervise food preparation and service; maintain standards of health, sanitation, and safety to comply with Federal and State regulations; requisite food and supplies; and maintain a stable financial status through proper utilization of food, labor, and supplies.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides nutritionally adequate meals meeting Type A requirements.

Maintains facilities and equipment.

Maintains required records and inventories in compliance with National, State, and Local regulations.

Job requires the manager to be a working participant in daily food preparation and service.

ADDITIONAL JOB FUNCTIONS

Assumes responsibility for the administration of the Child Nutrition Program in local school.

Continuously updates job knowledge on principles of nutrition and menu planning, equipment selection, purchasing, food cost control, personnel management, and effective communication.

Stays mentally alert. Applies knowledge applicable to the job.

Maintains the ability to perform all jobs in the Child Nutrition operation and have the knowledge of use and care of all equipment in the kitchen.

Assists with hiring of new Child Nutrition employees.
Co-operates with instructional staff and parents in developing desirable relationships.

Attends educational programs to improve knowledge of food service.

Encourages the educational aspects of the Child Nutrition Program.

Carries out other duties as assigned by the CN Director or designee.

**MINIMUM TRAINING AND EXPERIENCE**

Formal technical training or college level preferred. Not a college level - graduation from high school or equivalent with preference given to courses in home economics and special courses such as State Department of Instruction Child Nutrition courses. Educational requirements may be waived at the discretion of the Child Nutrition Director and the school principal. Experience should include prior Child Nutrition employment and manager training through the Union County Public Schools Child Nutrition Program. Experience in a similar Child Nutrition operation may be substituted.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires physical work with occasional heavy physical work. Must be able to lift up to fifty pounds and stand for long periods of time.

**Interpersonal Communications:** Requires the ability to speak and/or signal to people to convey or exchange information.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow written and oral instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide.

**Motor Coordination:** Requires the ability to coordinate the eyes and hands to use a keyboard.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal to moderate levels of stress.

**Physical Communication:** Requires the ability to talk, write, and hear.
KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard procedures for running a commercial kitchen.

Leadership ability – skills in working with and directing people are essential.

General Knowledge and familiarity with required computer programs.

Ability to establish and maintain effective working relationships with all levels of staff, supervisors, principals, and parents.

Ability to maintain confidentiality.

Ability to exercise independent judgment and initiative in completing work assignments.