

Position: Child Nutrition Manager

School/Department: Child Nutrition Program

Reports To: Child Nutrition Director

SUMMARY

Performs day-to-day operations in a multiple task environment. Orders food and other items as necessary, uses and is familiar with a computer and computer software. Represents the Child Nutrition Program in a positive manner and performs necessary public relations work with a variety of vendors and is liaison with employee related to menu management. Maintains accurate records for State and federal meal reimbursement. Provides a safe and sanitary work environment for employees.

DISTINGUISHING CHARACTERISTICS

Requires a minimum of three years or more proven experience with institutional food preparation and management. The ability to understand and follow written and oral directions, performs extensive record keeping and uses computer skills for data entry. Inventory control and management desirable. Works with others of diverse backgrounds, is student friendly and a team player.

ESSENTIAL TYPES OF DUTIES (Examples)

- Collaborates with trainer position and delivery person on daily procedures.
- Encourages positive interaction with students, parents and staff and is compassionate to individual needs. Interacts well with others.
- Orders food, paper products and miscellaneous items as necessary to maintain daily operations of Child Nutrition Program.
- Creates monthly menus and production sheets.
- Maintains general stock, inventory and production records.
- Maintains State and federal commodity records, processing and inventory.
- Unpacks and stores supplies as needed.
- Operates miscellaneous food service equipment such as, but not limited to: convection ovens, industrial food slicer, computers, hotbox, freezer and refrigerator units. May use sharp objects for cutting, peeling, and/or opening.
- Assumes daily responsibilities of Child Nutrition Department in the absence of the Child Nutrition Director.
- Monitors a food service line by preparing and selling items such as sandwiches, hot food, beverages and pre-packaged foods if necessary.
- Instructs Child Nutrition Associates, Child Nutrition Trainer and Child Nutrition Transport Associates on daily duties, sanitation, safety and public communication interaction.
- Counts money, tallies, makes daily deposits as necessary.
- Must be capable of working independently and timely decisions, and can work under pressure.

- Must be knowledgeable of State and federal requirements for meal reimbursement.
- Assists in Child Nutrition Application processing.
- Orders and schedules the use of inventory using the “First In First Out” method (FIFO).
- Receives and records daily supply list.
- Converts recipes, weights and measures necessary for an institutional kitchen to maintain daily operations.
- Flexible to fill in vacancies within the department.
- Operates a computer in a complex, busy and often noisy environment.
- Cross trained (paired or partnered) with Child Nutrition Associate, Child Nutrition Trainer and Child Nutrition Transport Associate in related job descriptions.
- Use transport van as necessary.
- Implements rules and regulations as necessary to maintain daily operations with students, administrators and teachers.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Knowledge of institutional food preparation and quality assurance, weights and measures (English and Metric), should be certified in kitchen safety and sanitation, advanced computer skills, public relations, food service management experience, shipping/receiving, and basic bookkeeping.

Abilities: Must be able to perform the routine duties of the position with/without direct supervision. Must be able to follow oral and written instruction.

Physical Abilities: Requires the ability to walk, sit, stand, bend, kneel, lift and stoop for long periods of time. May lift medium objects up to 60 lbs. Requires the ability to handle hot and cold material as well as work in an environment dominated by wide temperature extremes (walk in refrigerator and freezer). Requires sufficient hand and eye coordination to use kitchen utensils, read a computer screen, and use equipment on a daily basis that allows movement and positioning of hot and cold materials. Reasonable accommodation may be made to those qualifying for the position.

Education and Experience: Requires completion of high school curriculum or GED. Community college AA degree preferred or three years of food service experience or institutional food service equivalent desired.