

Child Nutrition Cafeteria Team Manager
New Hanover County Schools

Job Description

Class: Classified

Dept.: Child Nutrition

TITLE: Cafeteria Team Manager

QUALIFICATIONS:

1. High School degree or equivalent
2. Three years' experience in child nutrition or similar field
3. Valid North Carolina driver's license
4. Current ServSafe/NC Safe Plate Certificate

REPORTS TO: Director of Child Nutrition

JOB GOAL: To effectively manage a New Hanover County School System cafeteria.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department
2. Supervise the daily activity of the school staff and cafeteria to ensure efficient operation.
3. Prepares and maintains accurate inventory records, production records, HACCP records, work schedules and mandatory federal and state reports to ensure accountability.
4. Responsible for accountability, maintaining and operation of equipment and technology; ensuring facilities are in operable condition.
5. Makes deposits in accordance with CN cash management procedure.
6. Cultivate and maintain positive and professional relationships with parents, employees, and students.
7. Assure the cafeteria presents a positive, professional image at all times.
8. Perform public relations duties which may include cafeteria promotions, nutrition education programs for the classroom, and tours. Participate in training programs.
9. Responsible for collecting, counting and auditing monies received and for handling receipts.
10. Perform related duties as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Non-Exempt Starting

Salary and/or Grade: Grade 61, 62 or 63 depending on school assignment

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to work with and supervise other employees.
- Demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, personnel management, child nutrition management, and administration.
- Capable of performing all jobs within cafeteria operations and training others.
- Demonstrate computer literacy.
- Ability to lift up to 50 pounds.