

**Child Nutrition Assistant Manager/Satellite Manager
New Hanover County Schools**

Job Description

Class: Classified

Dept.: Child Nutrition

TITLE: Child Nutrition Assistant Manager/Satellite Manager

QUALIFICATIONS:

1. High School degree or equivalent.
2. Three years' experience in child nutrition or similar food service and certified ServSafe or equivalent.
3. Valid North Carolina driver's license.
4. ServSafe/NC Safe Plate Certification (must be current)

REPORTS TO: Child Nutrition Supervisor

JOB GOAL: To assist the Cafeteria Manager in effectively managing 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. Cafeteria site will be assigned based on need and/or rotate weekly.
3. Supervise food preparation and service.
4. Assumes full managerial responsibility in the event that the manager is out. This includes (but is not limited to) completing daily paperwork, ordering and inventory, and supervising the performance of cafeteria employees at assigned site
5. Maintain standards of health, sanitation, and safety.
6. Participate in training programs.
7. Cultivate and maintain positive and professional relationships with parents, employees, and students. Assures the cafeteria presents a positive, professional image at all times.
8. Makes deposits in accordance with CN cash management procedure.
9. 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

Revised 6.29.2022

Salary and/or Grade: C57

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.