

Lauderdale County Schools

Florence, AL

Job Description

Position: Child Nutrition Manager-Local School

Department: Business Operations

Reports To: Principal and Child Nutrition Director

FLSA Status: Non-Exempt

Contract Days: 189 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: High school diploma or equivalent
2. Must have working knowledge of Excel.

Purpose of Job

To oversee assigned school cafeteria and ensure a smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of all students. The Child Nutrition Manager is responsible for direct supervision of the child nutrition employees at that location. Duties and responsibilities include but are not limited to; forecasting how much of each menu item is needed for their individual school, assisting with checking in the food as it is received, receiving payments for student accounts, collecting deficit accounts, completion of daily records/bank deposits, and approving employee hours within the time management system. To oversee and assist with food preparation, use of equipment and items to be placed on the serving lines.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Promotes good public relations and increased participation with students, faculty, and parents through outstanding customer service practices.
- Responsible for ensuring that Federal and State rules and regulations and local board policies pertaining to meal requirements, record keeping, and personnel are implemented and fulfilled as required.
- Plans and directs the preparation and service of appetizing and attractive food in the correct quantities in the cafeteria by means of specifying duties and providing written work schedules to promote efficient production.
- Supervises and directs the cafeteria staff to ensure that menus developed by the Child Nutrition Department are followed utilizing standardized recipes and procedures and are

served in standardized portions to ensure correct quantities to meet the federally mandated nutritional requirements.

- Assigns, directs, plans, and supervises the work of cafeteria staff in such a way as to prevent grievances, undesirable situations, and to promote teamwork.
- Plans and assigns the work of employees by means of specifying duties and providing written work schedules.
- Reviews employee hours through the time management system to ensure that the employees are clocking in and out in the required manner and approves them for payroll each cycle.
- Makes sure substitutes are arranged for employees when they are going to be absent.
- Provides and documents on-the-job training and means of growth for all cafeteria staff members.
- Assesses individual employee performance and provides a written evaluation in a review with each cafeteria staff member, before submitting it to the Field Manager.
- Keeps the Child Nutrition Director informed of personnel problems and any issues or concerns.
- Organizes and maintains a safe, healthy, and clean operation at all times by means of specifying duties and providing written cleaning schedules.
- Observes and ensures that staff members adhere to the personal appearance policy and are free of illness while carrying out their duties.
- Always ensures that all state and local health regulations are properly maintained at all times.
- Reports all accidents using the proper procedures.
- Checks to see that all equipment in the cafeteria area is in safe working condition, and notifies the appropriate authority when repairs or replacements are needed.
- Secures all food, supplies, and equipment, within the cafeteria.
- Assumes responsibility for the security of all cash until it is turned over to the proper authorities.
- Orders all food and supplies needed on an as-scheduled basis through the production kitchen.
- Ensures that all food and supplies received into the school are checked against the invoice for accuracy and signed only after each order has been verified completely.
- Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures.
- Reports any errors in the delivery such as being shorted products, faulty or unsatisfactory food quality, and any incorrect prices to the Child Nutrition Director as soon as possible.
- Responsible for properly reconciling, receipting, and depositing of all collected money in the bank in compliance with state requirements.
- Operates the cafeteria within expense constraints so as to contribute to the financial viability of the School Nutrition Program operation.
- Prepares and maintains accurate and adequate records of income and number of meals served by eligibility category as well as adult and a la carte sales.
- Assists school administration with the collection of deficit lunchroom accounts.

- Prepares and maintains accurate and adequate records on food and supplies received and used through maintenance of invoices for all purchases and preparation of a monthly physical inventory.
- Prepares and maintains daily production records as a tool for planning and communication as well as documentation for auditing purposes.
- Promotes increasing participation through good public relations and marketing skills with students, faculty, and parents.
- Works with the principal to make the cafeteria an extension of the classrooms and assists in promoting and offering nutrition education to students.
- Participates in managers' meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the School Nutrition Program.
- Supervises, directs, trains, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Orders food and nonfood items weekly for cafeteria operations; conducts food and supply inventory and prepares corresponding report.
- Plans daily work schedule for breakfast and lunch and assigns tasks during staff meeting.
- Plans daily menu count; plans menus for adequate and nutritious lunches according to prescribed centralized menus and guidelines.
- May be required to assist in food preparation, serving line set-up, and cashiering.
- Prepares production reports; reconciles monies collected for meals with cashier reports; makes daily deposits of money.
- Prepares and maintains accurate records of transactions as required by the School System.
- Checks temperatures of freezer, cooler, refrigerators, hot and cold carts, and warmer, maintains temperature logs, posts temperature charts, and submits work orders for maintenance repairs as needed.
- Oversees food preparation and housekeeping to ensure quality and acceptable sanitation standards are met.
- Collects free and reduced meal applications and forwards to Child Nutrition Director.
- Checks-in deliveries and assists with loading/unloading food carts, food items and supplies from vehicle.
- Oversees and assists with stocking food shelves and storage room.
- Responsible for locking/unlocking cafeteria, freezers, refrigerators, milk boxes, in addition to complying with all energy efficient work instructions and department directives on methods for conserving energy.
- Organizes office and filing system; files reports and invoices; answers telephones, provides parents information.
- Performs such other tasks and assumes such other responsibilities as the Principal and/or Child Nutrition Director may from time to time assign or delegate.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)