School District Position Description

JOB TITLE: Child Nutrition Program Manager
DEPARTMENT: Child Nutrition Program
REPORTS TO: Principal/CNP Director
APPROVED BY: Butler County Board of Education Date: Nov. 12, 1998

SUMMARY:
Responsible for all aspects of food production in assigned school, keeping within sanitation, food costs, and scheduling guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
- Plans and directs the preparation and serving of all food in the cafeteria
- Responsible for security of food, supplies and revenue
- Supervises and participates in the preparation and serving of food
- Oversees and participates in cleaning of kitchen and related areas
- Plans work schedules, arranges for substitutes when required, maintains employee time records
- Directs sanitation procedures
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Ensures that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs are needed
- Maintains records on food and supplies received and used
- Maintains accurate production records conforming to federal and state department guidelines
- Trains new kitchen helpers when assigned to their location
- Punctual and able to work required hours

SUPERVISORY RESPONSIBILITIES:
Supervises kitchen helpers

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED). Previous experience with quantity food preparation and service.

CERTIFICATES, LICENSES, REGISTRATIONS:
None.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, staff, parents, and other visitors to the school cafeteria.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:
Ability to work in a friendly manner with co-workers and students, and have the ability to plan own work schedule. Ability to pass written and demonstrative manager's exam. Good organization and math skills; ability to lift 50 pounds, ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT *The work environment characteristics described here are representative of that an employee encounters while performing 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 occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well being, and work output of others. The noise level in the work environment is frequently loud so that employee must raise his/her voice to be heard. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.