

Child Nutrition Assistant Manager/Satellite Manager

Full Time/35 Hours

New Hanover County Schools

Job Description

Class: Classified
Division: Operations
Dept: Child Nutrition

TITLE: Child Nutrition Assistant Manager/Satellite Manager

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Three years' experience in Child Nutrition or related field
3. Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements.
4. Hold and maintain a Food Protection Manager certification from an accredited program.

REPORTS TO: Child Nutrition Supervisor

JOB GOAL: To assist the Cafeteria Team 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 to assistant manager based on need and/or rotate weekly.
3. Supervise food preparation and service.
4. Must be able to report to any school in the assigned division when needed. Traveling is involved.
5. 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. Maintain standards of health, sanitation, and safety.
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7. Assures the cafeteria presents a positive, professional image at all times.
8. Makes deposits in accordance with CN cash management procedure.
9. Completes at least 10 hours of annual education/training required by USDA. Training topics must be in USDA focused areas: nutrition, operations, administration, and communications/marketing.

10. Perform related duties as requested by the Team Manager, Supervisor, or Director.

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: 57

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 upwards of 50 pounds.