

# **Child Nutrition Cafeteria Team Manager**

**Full Time/40 hours**

**New Hanover County Schools**

## **Job Description**

**Class:**     **Classified**  
**Division:** **Operations**  
**Dept:**     **Child Nutrition**

**TITLE:**                   **Cafeteria Team Manager**

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Three years' experience in Child Nutrition or related field
3. Valid North Carolina driver's license
4. Hold and maintain a Food Protection Manager certification from an accredited program

**REPORTS TO:**           Child Nutrition Supervisor/Director

**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 (NHCS), along with state and federal regulations relevant to the Child Nutrition (CN) department.
2. Supervise the daily activity of the site cafeteria staff and kitchen 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 handling receipts.

10. Completes at least 10 hours of annual continued education/training required by USDA. Training topics must be in USDA focused areas: nutrition, operations, administration, and communications/marketing.
11. Perform related duties as requested by 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:** 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:**

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