



Child Nutrition Manager I Elementary

Purpose Statement

The Child Nutrition Manager I Elementary oversees food service activities at assigned locations, ensuring proper food preparation, compliance with health standards, and efficient operations.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Sanitation and Safety:** Clean utensils, equipment, and food preparation areas to maintain sanitary conditions and comply with health standards.
- **Food Preparation:** Estimate food amounts, adjust recipes as needed, and evaluate prepared food for flavor, appearance, and temperature to meet meal requirements.
- **Menu Implementation:** Implement menu plans to meet students' daily nutritional requirements.
- **Inventory Management:** Inspect and inventory food, condiments, supplies, and equipment to ensure availability and compliance with health standards.
- **Site Management:** Manage site operations, including supervising personnel, evaluating menus, monitoring meal accounts, and ensuring efficient food services.
- **Monitoring:** Oversee kitchen equipment, staff assignments, and food service operations to maintain a safe, clean, and sanitary environment.
- **Ordering:** Order food, equipment, and supplies to maintain inventory and support operations within budget guidelines.
- **Preparation Oversight:** Oversee the preparation, cooking, serving, and transportation of food to ensure compliance with nutritional and health standards.
- **Documentation:** Prepare and maintain records, such as meal program records and reconciliation reports, to provide written support and convey information.
- **Professional Development:** Participate in unit meetings, in-service training, and workshops to gather information and improve job performance.
- **Customer Service:** Respond to inquiries from students, staff, and the public to provide information about food items and food service policies.
- **Team Support:** Perform functions of other nutritional services positions as needed to ensure adequate staff coverage.
- **Supervision:** Supervise, orient, train, and evaluate food service workers to maximize workforce efficiency.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adherence to safety practices.
- Planning and managing projects.
- Proficiency in operating standard office and commercial kitchen equipment.
- Using pertinent software applications.

Knowledge

- Basic math, including fractions, percentages, and ratios.

- Safety and sanitation practices.
- Food preparation and handling.

Abilities

- Schedule activities and manage time effectively.
- Work flexibly with diverse individuals and handle interruptions.
- Set priorities and work as part of a team.
- Communicate effectively with diverse groups.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 5% sitting, 45% walking, and 50% standing. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience required.

Education

High school diploma or equivalent.

Required Testing

Post Offer Physical Exam.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SJ

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