



CHILD NUTRITION MANAGER *Position Description*

Title: Child Nutrition Manager
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools. Tasks are performed according to established guidelines and procedures. Employee must exercise considerable independent judgment and initiative in planning, developing, coordinating, and overseeing physical and human resources needed to effectively prepare and serve nutritious meals in pleasant eating environments. Employee is responsible for ordering and maintaining appropriate food and supply inventories, recording purchases, food production, program participation and revenues. The employee directly supervises other employees in the school cafeteria.

Qualifications

- Must have High School Diploma or GED
- Three or more years of related experience in food service or a combination of training, education, or experience

Duties and Responsibilities

- Assigns, directs, and supervises cafeteria staff, ensuring adherence to established policies, procedures, and standards
- Assists and advises cafeteria staff, as necessary, resolving problems as non-routine situations arise
- Monitors job performance and provides fair, timely feedback regarding performance strengths and weaknesses
- Maintains a positive working relationship with other employees and staff
- Politely, respectfully, and efficiently serves students, staff, parents, and others
- Follows a work schedule, a sanitation (HACCP) schedule, plans ahead, and helps others on the child nutrition team
- Completes production records as required on a daily basis
- Takes and records temperatures of food items as required
- Performs other duties as assigned by Child Nutrition Director, Child Nutrition Supervisor, and building administrator

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.

Skills and Abilities

- Considerable knowledge of the principles and practices of food service administration, team building and customer service.
- Considerable knowledge of the principles of supervision, organization and administration.
- Considerable knowledge of the methods, tools, techniques and practices of sanitation, food preparation and food storage.
- General knowledge of the principles of bookkeeping and accounting of funds.
- Some knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.
- Some knowledge of federal, state and school system regulations and requirements regarding bookkeeping and accounting of funds collected in school cafeterias.
- Some knowledge of the maintenance needs of large kitchen equipment.
- Skilled in motivating staff to follow schools, local, state and federal rules, regulations, policies and procedures and in ensuring that staff members meet expectations.
- Skilled in leading staff to provide quality meals and friendly service appropriate to a public school environment.
- Skilled in projecting amounts of food to be prepared based on previous school history and to order sufficient quantities of necessary ingredients.
- Skilled in maintaining complete and accurate records and in developing simple reports from those records.
- Ability to comprehend written and verbal correspondence and to respond appropriately.
- Ability to plan and implement operational policies, procedures, and standards.
- Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.
- Ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise tact, courtesy and firmness in frequent contact with co-workers, vendors, customers and subordinates.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical/Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Cafeteria Manager job classification within the School Nutrition Department of Pamlico County Schools. Work in this classification is considered medium physical work requiring the exertion of up to 50 pounds of force occasionally and up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- Stand for six continuous hours
- Stoop, squat, kneel and/or bend in a manner that allows the palms to touch the floor (as is cleaning of baseboards, equipment, etc.)

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.

- Bend from a standing position in a manner that allows the palms to touch the knees (as in washing of pots and pans in deep sinks and cleaning milk boxes)
- Bend from the waist in a standing position with arms outstretched for an extended period of time (as in service of food)
- Twist, turn, and/or stretch from side to side that allows the shoulders to be perpendicular to the hips (as in mopping, sweeping, stocking shelves, removing food from ovens, etc.)
- Lift, carry, and/or support 30 pounds from shoulder level to above the head (as in placing food in ovens, freezers, stockroom shelves, etc.)
- Perform duties requiring non-repetitive motions with hands and wrists (as in slicing, dicing, washing, counting money, writing, scrubbing, scraping, etc.)
- Stock, wash, prepare, serve, and handle all types of foods (be aware that some food allergies can be worsened by exposure to menu items containing those foods)
- Work with caustic and non-caustic chemicals (be aware that skin allergies and sensitivities can be worsened by exposure to some cleaning chemicals; be aware that some breathing difficulties, such as asthma or emphysema, can be worsened by exposure to cleaning chemicals.
- Work in very hot humid environment (no air conditioning)
- Maintain high standards of personal cleanliness (bathe daily and use deodorant, wear clean and pressed uniform and apron, wear clean and polished shoes, wear hairnet)
- Learn food preparation, serving, and clean-up procedures
- Learn sound sanitation principles
- Understand and follow oral and written directions
- Read and follow recipes and adjust amounts needed
- Learn foods, equipment and techniques used in food preparation, service, and clean-up
- Read, write, and utilize basic math skills (multiplication, division, fractions, and decimals)
- Use or learn basic computer skills