Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Child Nutrition Manager**

Qualifications:

Credentials: County Health Card, Must have attended at least 2 workshops: including Management I, or equivalent on Job Training.

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Must demonstrate aptitude for performing tasks in large scale food preparation; Must have at least three years experience in volume food preparation and ability to get along with people.

Special Skills, Knowledge, Abilities:
Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner. Must be able to oversee work of other cooks, train them on all equipment and operations. Must be able to manage meal preparation and serving for the school.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or be computer.

Mathematical Skills: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation exposure or training. The most difficult equipment/operation include the steamers, slicers, mixers, dish machines, ovens.

Child Nutrition Manager **(2 of 3)**

Site: **Various**

Reports To: **Child Nutrition Director/Area Manager**

Job Goal (Purpose of Position): Performs skilled level and supervisory level food service duties under limited supervision of a Director/Area Manager to oversee the preparation and serving of delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paper work to handle money or other charges/non charges and to properly record information for reimbursement.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students. The employee must not only enjoy working with children but must sea a proper example for other cooks.

Other Performance Measures:
Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accident and injury. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self discipline to get the work done.

PERFORMANCE RESPONSIBILITIES:

1 Assigns and trains cooks in each department.

2. Prepares breakfasts and lunches to meet federal regulations. Oversees meal preparation to ensure that menus are followed or adapted to meet special needs.

3. Works with principal to ensure that meals are prepared and served to meet scheduled eating periods. Works with those assigned to meal duty to ensure the cafeteria behavior is consistent with school policies.

4. Sells or distributes lunch tickets before and at lunch time. Oversees or performs cashiering functions to record meal tickets, receive monies, and account for those eating.

5. Counts and deposits all lunch money.

6. Keeps daily report sheet showing number of tickets sold by number, cash sales, free and reduced lunches and other information necessary for State and Federal reports.

7. Keeps monthly record folder showing breakdown of total fed, money collected, expenditures, and charges of adults and students.

8. Performs other duties or assignments as given by Child Nutrition Director.

Supervision Exercised: An incumbent supervised other cooks.

Physical/Mental Requirements and Working Conditions:

Walking/standing is required 3-4 hours a day. Frequent bending/stooping and squatting/crouching; occasional crawling/kneeling, and climbing; must reach above should and push/pull occasionally on the job. Frequent lifting up to 35 pounds and occasional lifting up to 50 pounds (flour).

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have patrons, and students in person. Must be able to run cash registers and recall names and numbers of those forgetting meal tickets.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for other safety and health.

TERMS OF EMPLOYMENT: 190 days per year

SALARY: Category C

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-09-93
Revised 01-16-01