

TITLE: School Nutrition Manager

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum one year of experience as a food service assistant in a school nutrition program or some related food service.
3. Must be able to make math calculations and keep detailed records required by the program.
4. Ability to communicate effectively with students and adults.
5. Must comply with state standard in reference to training-in-depth courses.

REPORTS TO: Director of School Nutrition

JOB GOALS: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Operates the School Nutrition Program consistently with all local, state, and federal program requirements.
2. Provides on-the-job training and supervision for all employees in all areas of operation.
3. Establishes written duties and work schedules for all employees.
4. Evaluates employees' performance annually.
5. Participates in all in-service and meetings with Director of School Nutrition.
6. Keeps accurate and up-to-date required records and financial accounts and submits reports in a timely manner.
7. Instructs employees regarding the policies of the School Nutrition Program and sees that policies are enforced.
8. Discusses with the Director of School, on a regular basis, matters related to the School Nutrition Program.
9. Involves the principal, teachers, parents, and students in activities related to the School Nutrition Program in an effort to improve program management and understanding for the benefit of students.
10. Requisitions all food and supplies, according to local policy
11. Supervises the proper receipt, storage, and utilization of all products purchased through the program.
12. Determines the quantities of each food to be prepared daily.
13. Determines the serving sizes, to meet the necessary age requirements.
14. Reports immediately, to the Director of School Nutrition, any accident occurring in the kitchen and completes the accident report.
15. Maintains the highest standards of safety and cleanliness in the kitchen.
16. Carries out recommendations of the Director and the Area Consultant.
17. Supervises all aspects of food service; assist as necessary.
18. Supports professional association with membership and works toward certification.
19. Prepares food according to a planned menu and tested, standardized recipes, and determines if the finished product is of best quality, both in flavor and appearance, before it is served.
20. Oversees the locking of the storeroom, and maintains an accurate monthly inventory.
21. Performs such other tasks and responsibilities as the Director of School Nutrition may assign.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel.

