

JOB DESCRIPTION
Cumberland County Schools District

CHILD NUTRITION FIELD MANAGER

Purpose Statement

The job of Child Nutrition Field Manager was established for the purpose/s of assisting Food Service Manager with the management, direction and coordination of the activities of the district's nutritional service program and assisting with overseeing nutritional service programs, equipment and inventory at all sites.

This job reports to Child Nutrition Program Director.

Essential Functions

Assists with the management of all operations of Food Service Department for the purpose of recommending changes to policies and procedures for consideration by the department.

Supervises department functions (equipment inventory, kitchen staffing, interviewing, hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

Prepares and updates a variety of records and reports (e.g. memos, letters, procedures, manuals, schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Helps coordinate the entire school food services programs district wide for the purpose of ensuring that it is administered in accordance with Federal laws, USDA regulations and School Board policies.

Helps implement assigned activities and/or projects (e.g. establishment of delivery schedules, designing, updating and preparation of special order forms/computerized procedures for food services operations, etc.) for the purpose of complying with regulatory requirements and established guidelines

Participates in meetings, workshops and seminars (e.g. state training, food service equipment seminars, food vendor conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.

Responds to inquires of food service staff and non-food service staff, as well as the public for the purpose of providing information and/or direction regarding food service policies and practices.

Provides support to the Food Service Manager for continuous cafeteria improvement (eg. Customer service, food quality, marketing, improved operations, interdepartmental relations, etc.)

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; National School Lunch program; food sanitation principles and methods for controlling contamination; cost analysis, purchasing related to food service operations; and nutritional standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant

diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based

competencies required to satisfactory perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing.

Working Environment

The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

preferred Education/Training High School diploma or equivalent and a minimum of 3 years job related experience as a cafeteria / food service manager.

Equivalency None Specified

Requirement

This is a non-certified position.

Certificates and Licenses

Valid Driver's License & Evidence of insurability
Serving It Safe Certificate ; Level 1 SNA Certification

Continuing Educ. / Training

Level 3 SNA Certificate

Clearances

Criminal Justice Fingerprint Background Clearance

ELSA Status

Approval Date

Salary Grade