

Qualifications:

- A degree from four year college in foods and nutrition, family consumer science, business administration or related field preferred
- Two years experience in food service management in commercial or institutional setting
- Or an equivalent combination of education and experience.

Supervises:

Child Nutrition office support, managers, assistant managers, and assistants/bus drivers

Nature of Work:

This position provides support to the Director by supervising a group of school cafeterias or by managing a specialized program area with the child nutrition program. The employee participates in the development, implementation, and oversight of the policies and procedures that govern the school system's child nutrition program. The employee exercises discretionary judgment within board policies and procedures.

Knowledge, Skills, and Abilities

- Thorough knowledge of food preparation, and standards of sanitation and safety.
- Considerable knowledge of nutrition.
- Considerable knowledge of state and federal regulations governing school food service programs.
- Considerable knowledge in technology.
- Working knowledge of equipment maintenance procedures.
- Skill in the use of kitchen utensils and equipment.
- Ability to compute servings per purchased unit.
- Ability to develop and present training.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain positive working relationships.

Essential Job Functions:

- Supervises child nutrition managers.
- Identifies problems and counsels managers regarding possible solutions.
- Determines child nutrition staffing patterns in the schools.
- Provides training to Child Nutrition staff.
- Prepares and presents management training sessions.
- Plans staff development activities.
- Recommends meal prices.
- Implements financial control procedures.
- Monitors expenditure of funds.
- Audits and verifies free/reduced price meal applications.
- Monitors compliance to state and federal regulations.
- Facilitates visits of USDA and other auditors.
- Reviews product storage and inventories.
- Drafts product specifications.
- Surveys new products and equipment.
- Maintains contact with vendor and industry representatives.
- Assesses major equipment needs/conditions.
- Recommends major equipment purchases.
- Provides training in equipment use.
- Performs reviews of each school cafeteria.
- Menu planning to be compliance with USADA Meal Patter requirements.
- Develops and conducts surveys on food quality and service.
- Assures that planned menus are followed.
- Develops and trains staff on use of standardized recipes.
- Markets/promotes the child nutrition program.
- Submission of claims and reports.
- Maintains proper management of inventory pricing/usage.
- Maintains high level of confidentiality.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____