

Zachary Community School Board
Position Description

TITLE: Manager/Non-Degreed, Child Nutrition Program

REPORTS TO: Child Nutrition Program Supervisor

GENERAL RESPONSIBILITIES:

Supervises employees; implements and coordinates the operation of the Child Nutrition Program to ensure high standards of nutrition, nutrition education, food production, and student service.

PERFORMANCE RESPONSIBILITIES:

- A. Supervises the production of nutritionally sound meals incorporating timesaving techniques, effective merchandising and special meal promotions.
- Implements the school meal pattern and evaluates menus for students' acceptance in accordance with district standards.
 - Cooperates in menu planning using budget constraints, acceptability and dietary guidelines.
 - Regularly assesses food acceptability and food waste and communicates findings to the menu planning committee and/or purchasing coordinator.
 - Modifies recipes to meet dietary guidelines (i.e. salt, fat, and fiber).
 - Communicates the importance of food to the health of people served.
 - Promotes and participates in nutrition education activities.
- B. Orders all food, supplies and equipment according to established procedures.
- Practices sound, ethical purchasing procedures that conform to district policy.
 - Evaluates sources of food, equipment, and supplies writing complaint forms when appropriate.
 - Orders food items to meet portion sizes, servings per unit, or size and expected production capacity per recipe.
 - Uses recommended standard procedures, records, and forms to requisition and/or purchase food, supplies and equipment.
 - Recommends the replacement of equipment or purchase of additional equipment.
 - Utilizes seasonal, donated and substituted food items.
 - Evaluates new food items as requested by purchasing coordinator.
- C. Assumes responsibility for receiving, storing, handling, preparing and serving of food according to established standards.
- Receives food and non-food supplies in accordance with stated specifications and checks invoices against original orders.

- Follows procedures for inspection of grade received for quality specified and for the return of unacceptable goods.
- Sees that all food and non-food supplies are stored in accordance with recommended requirements.
- Directs the use of accepted procedures in the preparation of all foods to ensure palatability and nutrient content.
- Ensures the use of recommended methods in measuring or weighing ingredients.
- Ensures the use of standardized recipes in food preparation.
- Sees that standardized recipes are converted as needed to yield desired quantity.
- Provides instruction in the proper use of all equipment.
- Effectively utilizes food leftovers.
- Follows established procedures for emergencies.

D. Assures that sanitation and safety practices in all phases of the school Child Nutrition Program operation meet established standards.

- Follows procedures for maintaining safe and sanitary conditions in the storage.
- Supervises the use of basic procedures required for the cleaning and sanitizing of work areas, utensils and equipment.
- Establishes a routine cleaning schedule and checkup system that complies with requirements as specified under local, state and federal laws/regulations.
- Establishes an effective insect and rodent control system.
- Identifies potentially hazardous areas and takes appropriate preventative measures.
- Knowledgeable of basic first-aid techniques.
- Demonstrates the use and operation of fire extinguisher for each type of fire.
- Reports accidents and refers potential safety hazards to the Child Nutrition Program Director and/or School Administrator.
- Ensures that food is thawed, cooked, served and held at the correct temperature.
- Inspects refrigeration and freezer units on a regular basis.

E. Maintains a required system of accountability.

- Prepares and maintains required records.
- Uses computer software and works with computer programmer as necessary.
- Implements approved procedures for cash collection and ticket sales.
- Makes daily bank deposits
- Ensures proper distribution, control and security of cash and meal tickets.
- Determines accurate meal counts by category (free, reduced-price paid, etc.)
- Prepares daily menu and food production records.

- Maintains system for recording invoices and preparing personnel forms, time sheets and accident forms.
- Maintains perpetual inventory, cost control and filing system.

F. Plans schedules and work assignments: Trains, supervises, and evaluates Child Nutrition Program staff according to established procedures.

- Conducts an orientation program for all new employees.
- Implements district and school policies relating to personnel.
- Plans and implements work schedules and assignments.
- Trains staff to follow work schedules.
- Implements structured training procedures.
- Evaluates employee performance according to established procedures.
- Recommends changes in staffing requirements.
- Plans and conducts effective employee meetings on a regular basis.
- Delegates responsibility as appropriate.
- Maintains identified productivity standards.

G. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner.

- Solicits and incorporates suggestions of students and school staff.
- Plans for attractive service of foods utilizing appropriate containers and garnishes.
- Organizes the serving line to ensure attractive service and a smooth traffic flow.
- Ensures use of appropriate serving utensils and portion size.

H. Involves students, staff and community in school food service activities.

- Relates to and communicates positively with staff and other departments.
- Implements procedures for effective cooperation between Child Nutrition Program staff and teaching staff in relation to student participation in lunch, breakfast and special feeding programs.
- Recognizes the importance and role of special functions as a public relations tool.
- Works with teachers, parents, and administrators in matters requiring cooperative efforts.
- Promotes and arranges tasting parties, bag lunches for field trips and classroom visits.

I. Communicates concerns to appropriate supervisor about policies and procedures relating to all Child Nutrition Program employees.

- Implements departmental regulations and procedures.
- Identifies potential employee problems and takes appropriate action.
- Communicates needs of staff to administration.
- Evaluates problems and makes decisions within job responsibilities.

J. Directs preparing and serving of meals for special functions and community activities.

- Uses a formal agreement that clearly identifies all services and costs.
- Supervises the preparation and service of food for special activities.

K. Implements a professional growth plan.

- Initiates a plan for continuing self-development and education.
- Attends and participates in job-related training.
- Successfully completes related courses through continuing education programs.
- Encourages professional growth through membership in professional organizations.
- Encourages school food nutrition staff to practice high standards of personal conduct.
- Participates actively in professional association activities.
- Explains benefits of training and certification to Child Nutrition Program staff.

L. Manages the program in accordance with federal, state and local requirements.

- Involves students in school Child Nutrition Program activities.
- Prevents discriminatory practices.
- Protects the identity of students receiving free and reduced price meals.

M. Promotes special school and community activities consistent with board policy.

- Recognizes the importance and role of special activities as a public relations tool.
- Participates in the planning, preparation and service of special meal functions.

N. Follows procedures in personnel matters including grievance, leave, etc.

- Follows school and department regulations.
- Performs responsibilities and uses correct lines of communication within the school and school district.
- Uses correct chain of command, beginning with the Area Supervisor.

O. Follows procedures for personal habits.

- Wears clean white uniform with sleeves or approved uniform of the day. (Long white pants and knee length or split skirts are permitted. Shorts, pedal pushers or warm up pants are not permitted.)
- Wears white leather, skid-resistant, closed-toe shoes, with socks or stockings (white or flesh colored.).
- Maintains clean, polish free nails; sculptured nails are not permitted while on duty.
- Wears only stud type earrings, wedding band, and watch, if desired.
- Uses hair net or hair-restraint when in production area of the kitchen.
- Sets example and enforces standards of personal hygiene and grooming, including dress, appearance, habits, etc. among staff.
- Performs personal grooming habits only in the restroom.

ESSENTIAL FUNCTIONS:

Minimum requirement as identified by the Americans with Disabilities Act.

COMMUNICATION SKILLS:

The Child Nutrition Program Manager must be able to communicate in English both orally and in writing. Must be able to communicate successfully with the public. Must be able to accurately compile data, analyze and summarize information and provide reports to the Area Supervisor.

EQUIPMENT USED:

Must have the knowledge and ability to operate telephone, calculator, computer, facsimile machine, and copy machine. Must have the knowledge and ability to operate, and clean dish machines, dispensers, chopper, floor buffer, freezers (walk-in, reach-in), frozen drink machine, mixer, ovens (deck, convection, combination), refrigerator (walk-in, reach-in), range and cook tops, servings lines, slicers, steam pressure cooker, steam tables, warmer cabinets, and washing machine/dryer.

PHYSICAL/VISUAL INVOLVEMENT:

Must possess the ability to lift and carry cans, bowls, pans, or cases weighing up to 25 pounds without assistance, and up to 50 pounds with assistance as required, and stand or walk up to 7 hours per day. Must have the ability to push or pull equipment such as food carts and mop buckets, reach above head when placing items on shelves or performing cleaning duties. Must be able to mop, sweep, and apply wax and buff floors, and forward bend or squat when lifting bowls, pans or cases, or when using mop wringer or dust pans. Required to work in an environment that may include exposure to or contact with hot, humid areas, water, detergents and sanitizer, drastic temperature changes when entering and exiting walk-in refrigerators and freezers, hard floors, high noise level, strong odors (cleaning materials or food i.e. onions), and potentially dangerous equipment. Must be able to travel to various locations as required. Must have sufficient visual acuity to be able to work with computer monitors, read and interpret computer printouts, and hand written documents.

MENTAL INVOLVEMENT:

Must possess sufficient interpersonal skills to function compatibly with others. Must respond positively to supervision and to accept suggestions for improvement. Must possess the ability to complete math problems involving fractions, decimals, addition, subtraction, multiplication and division. Must be able to do data entry on a computer, exchange currency, and must be able to understand and interpret written and verbal instructions from Area Supervisor.

HUMAN RELATIONS:

Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill. Must be able to respond appropriately to supervision and accept recommendations. Must have the ability to work compatibly in group settings, accept suggestions for improvement, work closely with employees and students of multi-cultural backgrounds, and work with students possessing limited physical and mental abilities. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

QUALIFICATIONS:

It is required that Child Nutrition Program Managers have a minimum of five years of successful experience as a permanent, full-time employee in the Child Nutrition Program. Manager's Certification from the State of Louisiana as approved by the Board of Secondary and Elementary Education, high school diploma or equivalent, the ability to work well with others, and provide own transportation to workshops, meetings and the bank.

TERMS OF EMPLOYMENT:

9 month employee. Required to work for eight and one-half hours per day including a half-hour lunch break. A 10-minute break is permitted in the morning with a 15-minute break in the afternoon if time permitted. Reports to work and leaves at designated time, observes time limits on break, and uses the telephone for emergencies only.

SALARY:

Management Salary Schedule

EVALUATION:

This position shall be evaluated in accordance with the Zachary Community School Board.