

KERRVILLE INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: CHILD NUTRITION MANAGER

Wage/Hour Status: Nonexempt

Revised: 11-27-12

QUALIFICATIONS:

- High school diploma or GED
- Food manager certification & food handlers card
- Ability to manage personnel
- Ability to read and write
- Effective planning, organizational and communication skills.
- Ability to follow strict rules and regulations
- Ability to calculate recipes and follow directions
- Ability to plan, work, and direct the daily production of food by child nutrition staff
- Reliable in the handling of district monies, accounting of meals served, and use of food, supplies, and equipment.
- Knowledge of methods, materials, and equipment used in food preparation
- Possess knowledge of basic principles of quantity food preparation
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Director of Child Nutrition

JOB GOAL:

Supervise, train, and manage campus child nutrition support staff. Ensure child nutrition federal regulations, health codes, and HACCP are being met at the campus level. Maintain positive communication with students, parents and staff.

PERFORMANCE RESPONSIBILITIES

- Compose work schedules and production records.
- Direct daily activities of campus child nutrition area.
- Manage all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
- Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel concerns.
- Supervise and train child nutrition support staff at campus level, promoting efficiency, morale, and teamwork.

- Manage and maintain daily meal entry and money transactions to ensure accuracy.
- Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
- Maintain accurate reports of daily and monthly financial, production, and activity records.
- Maintain and submit accurate information for payroll reporting (time sheets, tardiness, and absenteeism).
- Ensure that food items are stored in safe and hazard-free environment.
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- Maintain safe work environment.
- Ensure that appropriate quantities of food and supplies are available through weekly orders and periodic inventories.
- Maintain logs on all equipment maintenance required within campus child nutrition department.
- Perform preventive maintenance and report needed equipment repairs.
- Recommend replacement of existing equipment to meet department needs.
- Conduct annual physical equipment and supplies inventory.
- Help screen, select, and train child nutrition support staff and make sound recommendations about the assignment, discipline, and retention of child nutrition support staff.
- Support administrative and Board policy.
- Perform other duties as may be assigned by the Superintendent or Director of Child Nutrition.
- Conduct oneself in a professional manner in accordance with district expectations and the Texas Education Agency Codes of Ethics.
- Supervise and evaluate one or more child nutrition support staff assigned to campus child nutrition department.

EQUIPMENT USED

- Large and small kitchen equipment to include electric slicer, mixer, steamer, sharp cutting tools, oven, dishwasher, food processor, vegetable cutter/mixer, can opener, garbage disposal, beverage boxes, serving lines, proofer, heated and refrigerated cabinets, ice machine, stovetop, tilt skillet, carts, point of sale system, walk-in cooler, and walk-in freezer.

Mental Demands / Physical Demands / Environmental Factors:

Maintain emotional control under stress. Frequent walking, standing, climbing (ladder), stooping, bending, kneeling, reaching and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Moderate exposure to hot

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and cold temperatures, dust, toxic chemicals and materials. Need to be in good health and the ability to lift 40 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.