

## **School Nutrition Manager**

### **NATURE OF WORK:**

An employee in this class provides a variety of duties in the direct oversight and supervision of the food service program in a school's dining facility. Tasks are performed according to established local, state and federal guidelines and procedures. The employee is expected to resolve most problems that arise in the operation of school dining. The employee directly supervises other employees in the school's nutrition program.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Considerable knowledge of food preparation and standards of sanitation and safety.
- Working knowledge of basic arithmetic.
- Optimum knowledge of computer programs.
- Skill in the use of food preparation equipment.
- Ability to plan menus that adhere to the federal Child and Adult Care Food Program (CACFP) guidelines.
- Ability to develop schedules for the use of personnel and material resources.
- Ability to train personnel in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
- Ability to coordinate various activities in the preparation and serving process.
- Ability to inventory and record information accurately, using a variety of software programs.
- Ability to comprehend and apply written and verbal guidelines and directions, and explain these to others.
- Ability to establish and maintain positive working relationships.
- Ability to process and submit a variety of financial reports using a variety of software applications.
- Ability to supervise meal preparation, service and clean-up.

### **PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell.
- The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

### **EDUCATION AND TRAINING:**

- Required High School Diploma. Associate's Degree in food services management, nutrition, or a related field preferred.
- At least three years of experience in food service management or a related field, with some experience in a leadership role preferred.
- Must possess and maintain at own cost a food protection manager certification recognized by the North Carolina Health Department.
- Working knowledge of the USDA regulations and guidelines required.

**TERM OF EMPLOYMENT:** 12 months

### **PERFORMANCE RESPONSIBILITIES:**

#### **Food Production and Services**

- Reads recipes and directions for food production and service.
- Calculates the amount of ingredients for number of portions to be served.
- Measures and mixes ingredients.
- Computes time to be used in preparing and finishing products on time.
- Proportions product into prescribed serving size.
- Assists and guides in food production and service.
- Schedules work to be done according to allotted man hours.
- Follows planned menus with occasional substitutions as allowed.
- Applies and documents prescribed quality standards and quantity controls.
- Observes food preparation and service to assure quality and proper presentation of food. As needed, participates in preparation and service.
- Displays food to reflect school and seasonal activities.
- Properly handles leftover foods.

#### **Purchasing, Storage, and Inventory**

- Requisitions or purchase foods and supplies as needed.
- Verifies cost, quantity, and quality of items received.
- Sets up and ensures proper storage of all items according to prescribed standards.
- Inventories items according to established system.
- Rotates stock in a timely manner.

## Equipment/Facility Management

- Properly uses and oversees proper operation of equipment.
- Requests equipment repairs.
- Maintains a constant check of conditions of sanitation and safety and makes needed corrections.
- Provides training in equipment use.
- Is on-call to handle emergency situations, including emergency feeding operations; and evaluate kitchen and report repairs needed after a weather emergency.

## Personnel Management

- Assigns work to staff.
- Maintains time sheets and leave records.
- Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and record keeping.
- Evaluates performance of each employee.
- Counsels employees to maintain productive working relationships.
- Recommends hiring and disciplining of employees.
- Conducts staff meetings and trainings.
- Prepares purchase records and reports.
- Prepares free/reduced/full-price lunch records and reports.
- Submits reports on a timely basis.

## Sanitation and Safety

- Develops and implements cleaning schedule.
- Enforces employee sanitation procedures.
- Enforces dress/personal hygiene codes.
- Follows established procedures to avoid food contamination.

## Food Production and Service

- Knowledge of the principles and practices of food service administration team building and customer service.
- Assist staff with production records, recipes, and product development.
- Monitor food production daily for quality control purposes.
- Assures that planned menus are posted (online, preschool bulletin board) and followed.
- Enforces standardized recipes.

## Public Relations

- Provides information about the food service program to students, parents, school staff, inspectors and school/church leadership.
- Responds to customer concerns and complaints.
- Assists in the planning and production of special functions involving the school nutrition program.

All other duties as assigned or required.

**To Apply:** Contact the Head of School  
(252) 937-9829  
debbie@englewoodbaptist.com

Job Types: Full-time

Pay: TBD

Schedule: (Monday – Friday)

- 7:00 AM – 4:00 PM (one hour lunch)