

**BESSEMER BOARD OF EDUCATION
CHILD NUTRITION PROGRAM MANAGER**

JOB TITLE: CNP Manager

QUALIFICATIONS: Demonstrates aptitude for successful performance of the tasks listed and has earned a high school diploma or better.

REPORTS TO: Child Nutrition Program Director and School Principal

SUPERVISES: CNP Workers

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Determines the quantities of each food to be prepared daily.
2. Determines the size of the servings to meet the necessary age requirements.
3. Provides food according to a planned menu utilizing tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
4. Plans, supervises, and participates in the preparation and serving of menus at the school.
5. Plans employee work schedules and arranges for substitutes when necessary. Keeps employee time records.
6. Supervises and instructs Child Nutrition Program personnel in the safe, proper, and efficient use of all foodservice equipment.
7. Follows and maintains the highest standards of safety and sanitation of the employees, equipment, and food preparation area.
8. Responsible for checking food shipments in at the school, signing invoices only after each order has been verified.
9. Responsible for records of all food (both purchased and commodity).
10. Oversees locking of the storeroom, and maintains a correct monthly inventory of purchased and commodities.
11. Orders on regular basis all necessary food and supplies.
12. Reports immediately to the Principal and Child Nutrition Program Director any problem or accident occurring in the food production area or the dining facility.

13. Confers with the Principal and Child Nutrition Program Director about any personnel problems.
14. Reports to the Child Nutrition Program Director any faulty or inferior quality food which is received.
15. Supervises the daily cleaning of all food service equipment, washing and sterilizing of all dishes, flatware, utensils, and food preparation area and dining facility area.
16. Orients new employees to facility and instructs them in performing their assigned tasks. Completes an orientation checklist for each new employee.
17. Evaluates all food service employees responsible for supervising.
18. Interprets, as appropriate, federal and state standards and guidelines regarding the Child Nutrition Program to the administration, the staff, and the public.
19. Supervises all banquets and special meals as required.
20. Solicits suggestions from student groups regarding preferred foods and meals, and makes every effort to incorporate valid suggestions into the Child Nutrition Program.
21. Works with teachers as requested who are planning lessons or units on food, meal planning, or nutrition.
22. Performs other duties as assigned by supervisor.
23. Completes reports (revenue, accounts payable, payroll, meal count, and fixed assets) in a timely manner and with utilization of computer.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board. Salary in adherence and compliance with the approved salary schedule.

EVALUTAION:

Performance of this job will be evaluated semi-annually.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.