



Mobile County PUBLIC SCHOOLS

Job Description Title **CHILD NUTRITION PROGRAM MANAGER**

SUPERVISED BY/REPORTS TO: Principal and/or Child Nutrition Services Supervisor

FSLA STATUS: Exempt

QUALIFICATIONS:

- High school diploma or equivalent.
- Work experience in Child Nutrition Program preferred.
- Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Excellent oral and written communication and interpersonal skills.
- Knowledge of Child Nutrition Program guidelines and regulations.
- Ability to use technology as required to perform job responsibilities.
- Ability to effectively lead, manage, motivate, supervise, develop, and evaluate assigned personnel according to school system procedures.
- Ability to demonstrate leadership, organization, collaboration, and planning skills to accomplish school goals and job requirements.
- Ability to possess and maintain food safety certification provided by the Mobile County Health Department. Be Serve-Safe Certified.
- Strength, stamina, agility, dexterity, and acuity to perform job responsibilities safely and effectively.
- Ability, agility, and stamina to engage in prolonged standing, stooping, kneeling, bending, turning, reaching, and repetitive lifting up to 30 pounds.
- Ability and willingness to work after hours, weekends, or holidays when necessary.
- Good general health. Maintain professional dress and hygiene, suitable for food service work.
- Ability to be punctual and regular in attendance, reports all absences according to and in compliance with MCPSS Leave Policies.

JOB GOALS:

- A. To provide direction, planning, monitoring, and oversight of local school Child Nutrition Program (CNP).
- B. To supervise, direct, develop, and evaluate CNP personnel to ensure quality and safety of school system food services that enhance student achievement and educational programs.
- C. To provide healthy, nutritious, tasty and appealing meals and food preparation services for students, staff, visitors, and community members of Mobile County Public Schools.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Works cooperatively and productively with the principal and supervisors to ensure the system's

vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame. Cooperates with principal, supervisor, and school faculty in planning, developing, and utilizing the dining room/cafeteria to provide positive learning experiences for students.

2. Supervises and assists in preparation and service of food according to the written menu of the day. Posts menus at least one week in advance; adjusts menus to accommodate commodity arrivals and/or vendor shortages as approved by supervisor. Maintains a file of standard recipes and instructs CNP personnel in the use of recipes. Ensures centralized school system menus are followed to comply with the USDA Meal Pattern Plan.
3. Supervises and assists in the storage and care of food. Monitors the cooler and freezer units during holidays, weekends and during school hours. Purchases food and supplies wisely and checks orders and invoices for quality, quantity, accuracy of weight and price upon delivery. Oversees the locking of the storeroom and secures the cafeteria and work areas before leaving.
4. Performs duties in a courteous and professional manner. Outlines specific duties and work schedules for school CNP personnel in accordance with school system policies and procedures. Instructs and supervises employees during work hours including instruction and supervision of the safe and correct use and maintenance of equipment.
5. Assists school CNP staff in interpreting the goals and objectives of the school food service program to students, teachers, parents, and community members. Participates in and promotes in-service training, conferences, and continuing educational programs for self-improvement and for other CNP personnel. Attends conferences and training sessions to improve skills and programs. Engages in professional growth and demonstrated professional ethics and effective leadership.
6. Maintains adequate and accurate records and controls including personnel, financial, inventories, operational, and purchasing of food, supplies and equipment.
7. Cooperates with health officials in supporting all local and state public health laws and codes.
8. Makes sure that all sanitation procedures are followed as it relates to prep and storage of food.
9. Observes tray assembly to ensure that foods are properly portioned to meet requirements and that food is attractively arranged on trays.
9. Maintains professional appearance and dress appropriate for school food service program (uniform, hair net/hats, closed-toe shoes with non-skid sole, etc.) Models and encourages CNP employees to observe high standards of grooming, safety, and effective work habits.
10. Posts instructions for use of equipment and schedules for the maintenance of CNP equipment. Properly uses and cares for tools, equipment, and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
11. Develops and maintains a welcoming and positive climate in the cafeteria that inspires students and faculty to participate in the child nutrition program. Maintains and enforces standards of cleanliness in the kitchen and dining room areas of the school. Assists and encourages staff in developing CNP skills. Uses effective collaboration skills to work as an effective team member.
12. Uses computer software/technology for CNP operations as assigned. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
13. Maintains appropriate confidentiality regarding school/workplace matters. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
14. Solicits feedback from students regarding items on the menu.
14. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations. Serves on school/system committees as required or appropriate. Reports absences and takes leave in accordance with Board policies and procedures.
15. Performs other job-related duties as assigned by principal and/or CNP Services Supervisor.

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.

- The employee is regularly required to talk and hear,
- The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms.
- The employee is regularly required to stand, stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.
- The employee may occasionally climb a stepstool or ladder and reach above shoulders.
- Must be drug, tobacco, and alcohol free while working.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is subject to heat due to preparing and serving food from a hot stove or oven and placing in a heated serving line.
- The employee is subject to extremely cold conditions in placing items in or taking out items from the walk-in freezer.
- The employee is subject to noise in a school cafeteria coming from students, adult staff, and other cafeteria workers as they work.
- The employee is subject to various atmospheric conditions such as fumes, odors, mists, gases, and flowing air from fans and/or ventilation systems.
- Demands of workload may be stressful with frequent peak rush periods and timeline requirements that must be met.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the principal or his/her designee.

TERMS OF EMPLOYMENT

CNP Managers work a 9-month (191 days) contract; The workday is 8 hours a day. Daily work schedule will be determined by the CNP Supervisor in consultation with the Principal or their designee and is subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.