

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

April 30, 2024

The Autauga County Board of Education is now accepting applications for the position of: Child Nutrition Program Manager at Prattville High School

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: 2024-2025 School Year

Salary: \$33,667 - \$36,088 (Based on experience in this position)

Contract Length: 202 days (10 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: May 13, 2024 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

LUNCHROOM MANAGER

POSITION TITLE: Lunchroom Manager
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: School Principal/Director of Child Nutrition Program
QUALIFICATIONS: High School graduate or GED and a demonstrated aptitude for successful performance of the tasks listed.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintain the highest standards of safety and cleanliness in the kitchen.
3. Check food shipments into the school, signing invoices only after each order has been verified.
4. Determine the quantities of each food to be prepared daily according to guidelines provided.
5. Assure that all students are served equally the prescribed portions.
6. Prepare food according to the approved menu using prescribed recipes, and determine if the finished product is of the best quality both in flavor and appearance before it is served.
7. Record all food requisitions from the storeroom, and USDA commodity items.
8. Oversee the locking of food storage areas as well as exterior doors.
9. Order on a weekly and biweekly basis all necessary food and supplies.
10. Report immediately to the principal and supervisor any problem or accident occurring in the kitchen or cafeteria premises.
11. Confer with the Child Nutrition Program Supervisor any aspect of the child nutrition program.
12. Report to the Child Nutrition Program Supervisor any damaged, spoiled or inferior quality food which is received.
13. Supervise the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
14. Report all maintenance needs to the Principal and Child Nutrition Program Supervisor.
15. Monitor closely temperatures of cold storage areas.
16. Maintain accurate food production records.
17. Follow all local, state and federal child nutrition program procedures and requirements regarding the operation of a school feeding program.
18. Submit orders and reports to the central office when requested.
19. Attend all meetings and workshops recommended by and/or called by the Child Nutrition Program Supervisor.
20. Create a friendly atmosphere with workers and customers.
21. Solicit input from students and parents regarding ways to improve the feeding program at the local school.
22. Prepare daily a food preparation schedule including a time table for each employee.
23. Follow dress code which consists of white tops and pants or dress, white clinic shoes and hair net. No jewelry except for watch and wedding rings.
24. Maintain a high standard of personal hygiene.

JOB GOAL:

To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.