

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## Job Description

**TITLE:** Child Nutrition Manager

### **QUALIFICATIONS:**

- Meet Mississippi State Department of Education requirements for Food Service Management
- Demonstrated aptitude or competence for assigned responsibilities
- Serve Safe certification
- Good physical condition with the ability to lift 10 pounds

**JOB GOAL:** To provide each school child with meals of high nutritious quality and to assist in providing leadership in the nutritional preparation of meals

**REPORTS TO:** Child Nutrition Director

### **PERFORMANCE RESPONSIBILITIES:**

- Use the SCCSD School Board Policy Manual, Public School Accountability Standards, and Mississippi Code as the directives for operations
- Lock and unlock the cafeteria each day and check the ovens
- Accept entire responsibility for storeroom, holding the only key
- Check operation and safety of kitchen equipment and report conditions to the Central Office
- Call maintenance and deal with emergencies caused by equipment breakdown
- Observe good housekeeping practices and require high standards of grooming and sanitation of all personnel
- Work cooperatively with all staff
- Instruct personnel in correct use and care of equipment
- Supervise and outline duties and make proper distribution of duties among child nutrition workers
- Monitor and direct activities of child nutrition workers to ensure timely and proper completion of responsibilities
- Meet with cafeteria workers concerning work matters
- Make wise purchases and order only what is needed from vendors designated under policies set up by the Child Nutrition Director
- Make available nourishing food, well-cooked and attractively served, at the lowest price possible
- Preplan meals as necessary
- Post weekly menu at least one week in advance, making adjustment to schedule as needed
- Supervise production and service of food, maintain high standards for flavor, appearance and nutritional value
- Serve lunches and breakfast according to planned menus unless an emergency arises

- Keep adequate records and reports as required by the Central Office
- Check in groceries and supplies and forward all approved and signed invoices to the Central Office
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)