

Sunflower County Consolidated School District

Miskia Davis, Interim 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

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- 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)