

Cape Girardeau Public School District No. 63

Job Description

Job Title: Nutrition Services Manager

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Nutrition Services Manager is responsible for all aspects of the district Student Nutrition Program, including administrating, planning, directing, assessing, implementing and evaluating the program in order to meet the nutritional and educational needs of children, while following federal, state and local guidelines.

Required Qualifications:

- Four-year degree in foods and nutrition, or related field and/or proven on-the-job experience in these areas. Additional education or experience in business or accounting helpful.
- A minimum of five (5) years of experience working in a supervisory capacity for a school food service program with multiple units, commercial food service operation or similar field.
- Proficiency in Microsoft Office programs including Word, Excel and PowerPoint.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Ability to provide lead supervision for Nutrition Services Department team members.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Knowledge of employment practices, procedures, laws, and regulations
- Ability to work well under pressure.
- Ability to work independently on multiple assigned tasks/projects and complete assignments with specified deadlines.

Essential Duties and Responsibilities:

- Provides leadership for the overall operation of the child nutrition program of the District.
- Supervises all personnel, either directly or indirectly, employed by child nutrition: cafeteria managers, cooks, and administrative assistant.
- Maintains a program that meets the federal guidelines for child nutrition meal patterns as approved by USDA and Department of Elementary and Secondary Education for lunch, breakfast, after school snack, summer feeding. Plans or approves menus, determines recipes and portions to be used.
- Develops and maintains an accounting system, implementing the fiscal policies which conform to those of the district.
- Selects and recommends employment of all child nutrition personnel. Participates in transfer, evaluation and dismissal of nutrition staff.
- Establishes specifications that are to be used for purchases of all food, supplies and equipment.

- Maintains standards of sanitation which are in conformity with local and state codes.
- Advises on food service needs in new facilities, designs equipment specifications and requisitions equipment for all school food service equipment.
- Identifies opportunities for professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs, in cooperation with the Director of Special Services.
- Maintains an inventory of all food, equipment and supplies for the department.
- Cooperates with building principals in the dissemination of information to the public regarding child nutrition services. Attends meetings of students and parent groups that are related to nutrition.
- Works with local and regional sales people to obtain information on new products and services.
- Serves as public relations spokesperson in matters pertaining to the child nutrition program.
- Works with other entities to develop mutually advantageous meal programs that would bring additional utilization and revenue to the child nutrition facilities and program.
- Works with the District Accountant to develop an annual budget for all programs operated through the child nutrition department; and monitors all expenditures and revenues for these programs.
- Submits annual reports to the District Accountant reviewing the child nutrition program for the year.
- Represents the school district at state and national conferences pertaining to child nutrition programs.
- Performs other duties as assigned.

Hazards: Occasionally subjected to cold below 32 degrees and heat above 100 degrees. Occasionally subject to atmospheric conditions of odors, mists and poor ventilation. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013