

## **CHILD NUTRITION SERVICES SITE MANAGER**

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### **Purpose Statement:**

The job of Child Nutrition Services Site Manager is done for the purpose/s of directing a child nutrition services operation and related activities at an assigned school site under the direction of the Child Nutrition Services Director; providing and serving high quality, nutrition meals that meet the mandated nutritional standard of the National School Lunch, Breakfast and After School Snack programs; and providing oversight of assigned personnel.

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### **Essential Functions**

- Attends meetings (e.g. in-service training, CNS meetings, etc.) for the purpose of receiving and/or conveying information.
- Communicates with site administrators, staff, parents and others for the purpose of providing information and/or direction regarding Child Nutrition Services operations.
- Confers with the Director regarding Child nutrition Services needs, condition and menu changes for the purpose of maintaining established food quality standards related to taste, appearance and good nutrition and federal and state standards.
- Inputs information in the sub finder system (e.g. recording absences, vacations, sick leave, etc.) for the purpose of ensuring an up-to-date reference trail and/or adequate coverage to achieve departmental objectives.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Inventories food and supplies for the purpose of ensuring availability of items.
- Manages Child Nutrition Services operations at an assigned school site for the purpose of providing safe and efficient food services in compliance with mandated nutritional and dietary requirements of the National School Lunch, Breakfast and After School Snack programs.
- Opens Child Nutrition Services facilities (e.g. opening gates, doors, turning on equipment, lights, alarms, etc.) for the purpose of ensuring that the facilities are ready for staff and outside vendor deliveries.
- Oversees and trains assigned personnel under direction from the Director of Child Nutrition Services (e.g. Provides input on transfers, termination/disciplinary actions, goals, evaluations, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.
- Participates in various activities (e.g. estimate/requisition food quantities, marketing activities, BBQ's, picnics, equipment and supplies, receives, inspects, verifies deliveries, etc.) for the purpose of meeting mandated nutritional requirement and projected meal requirements.
- Performs functions as required of another position within area of responsibility (e.g. serving/storage of food, cook meals, bake goods, check proper temperatures, etc.) for the purpose of providing overall coverage of food service operations.
- Prepares documentation (e.g. inventory, including cash deposits, requisitions, daily reports, menu production) for the purpose of providing written support and/or conveying information.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in food preparation; operating standard office equipment including utilizing pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: quantity cooking; safety practices and procedures; food safety requirements; and child nutrition program requirements

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities and adapting to changing priorities; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 15% walking, and 70% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability  
ServSafe Certificate  
Food Handler's Card

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

5/23/2012

**Salary Grade**

Clsfd 20