

# **CHILD NUTRITION MANAGER**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To supervise Child Nutrition employees and ensure appropriate quantity and quality of food is served to students and staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises and participates in the preparation and service of meals for the students and staff of the District which:
  - a. Follow all federal and state regulations for the National School Lunch and Breakfast Programs;
  - b. Comply with the food budget;
  - c. Effectively utilize USDA foods; and
  - d. Are served using proper portion sizes.
2. Follows all federal, state, and local food safety and sanitation and quality requirements.
3. Orders the appropriate quantities of food and supplies as determined by the menu and volume required and assure proper storage and authorized use of these items.
4. Maintains a daily record of all meals served for accountability and meal claiming.
5. Checks and inspects all incoming food and supplies. Receives food and supplies which meet stated specifications. Notifies the Child Nutrition Office of shortages and mistakes with deliveries.
6. Maintains a monthly inventory of all food and supplies.
7. Properly completes end of day reports and month end reports.
8. Responsible for scheduling a substitute, if necessary, when a Child Nutrition employee is absent.
9. Verifies record of hours worked by employees.
10. Prepares, forwards and maintains files of records and reports required:
  - a. Service records are current
  - b. Evaluations are completed as required

- c. Proper documentation of employee performance issues
11. Utilizes cost control procedures to avoid unnecessary food service operating costs and to stay within budgeted funds.
  12. Responsible for the counting and deposit of all monies received on a daily basis.
  13. Initiates requests for equipment repairs or replacement through the Child Nutrition Office.
  14. Must be able to lift up to 50 pounds.
  15. Encourages meal participation by implementing merchandising and promotional techniques for meal programs and special promotions.
  16. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: February 2017