

**Job Title: CHILD NUTRITION MANAGER**

**Definition:**

Under general supervision of the Director of Child Nutrition Services and Supervisor of Child Nutrition Services, coordinates the Child Nutrition activities at a school site.

**Distinguishing Characteristics:**

This classification is distinguished from other in the Child Nutrition Service series in that the incumbent directs school site personnel and performs specialized and responsible functions where special knowledge, skills and independent judgment is required.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares food in quantity for multiple choice menus, following standardized recipes and menu planning work sheets as required by the school meals program.
2. Assist in the preparation of complex menus, following federal requirements.
3. Outlines daily duties and work schedules for cafeteria workers.
4. Trains cafeteria personnel in cooking, serving, lunchroom routines, and all requirements of the program.
5. Instructs cafeteria personnel in sanitary principles and safety procedures.
6. Fills out daily reports on quantities of food planned, prepared and sold.
7. Requisitions food supplies, and equipment.
8. Conducts daily and monthly inventories as required.
9. Is responsible for and assists in cleaning the kitchen, kitchen equipment, and eating utensils.
10. Post own time sheet daily, and reviews/approves those of other staff.
11. Prepares food for catering request.
12. May transport food to another site.
13. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Proper methods for preparing and serving food
- Requirements under the federal meal programs
- Operations of quantity food preparation equipment
- Kitchen sanitation methods
- Safety principles and accident prevention activities
- Principles of supervision

**Skill and Ability to:**

- Prepare food in quantity according to established menus
- Prepare complex menus following federal requirements
- Direct and train cafeteria personnel
- Meet the public tactfully and courteously

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- Prepare and maintain accurate records and reports
- Prepare daily and monthly inventories
- Understand written and oral directions
- Maintain professional confidentiality
- Work harmoniously with school, District personnel, parents, students, supervisors, and departments

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and three years experience in preparing food in a commercial or institutional operation. Must be serve safe certified within six (6) month and renew certification every five (5) years.

**Physical Requirements and Working Conditions:**

- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk for long periods.
- Performs work, which involves the frequent lifting, pushing, and/or pulling of objects, which may be approximately 50 pounds.
- Infrequent pushing and pulling of objects, which may be approximately 100 pounds.
- May be required to wear protective apparel including goggles, face protectors, apron and shoes.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 31

**PHYSICAL REQUIREMENTS INFORMATION**

Physical Demands			
Sitting	O	Pushing	O
Standing	C	Pulling	O
Walking	F	Twisting at waist	O
Bending	O	Reaching:	
Stooping	O	Above Shoulders	O
Squatting	O	At/Below Shoulders	F
Kneeling	I	Neck Extension (up)	I
Crawling	I	Neck Flexion (down)	O-F
Climbing	I	Neck Rotation	C

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<b>Lifting</b>				
Weight/Pounds	Below Waist	Waist/Chest	Above Shoulder	Examples of Objects Lifted
Up to 10 lbs.	O	F	O	Trays of food, supplies, equipment, utensils
11 – 25 lbs.	O	F	O	Cases of food, supplies, pots with food
26 – 50 lbs.	O	O	I	Cases of food and supplies
Above 50 lbs.	I	I	N	Cases of food and supplies

<b>Carrying</b>			
Pounds	Frequency	Distance	Examples of Objects Lifted
Up to 10 lbs.	F	50 feet	Food, supplies, equipment, beverages
11 – 25 lbs.	O	50 feet	Food, supplies, equipment, beverages
26 – 50 lbs.	I	25 feet	Food, supplies, equipment, beverages
Above 50 lbs.	I	10 feet	Food, supplies, equipment, beverages

<b>Object Manipulation</b>		
	Frequency	Tools and Materials Handled
Fine Grasp	O	Food, coins, utensils, paper, foil, wrap
Fine Manipulation	O	Food, coins, utensils, paper, foil, wrap
Gross Grasp	F	Food, trays, platters, dishes, supplies, equipment, utensils
Gross Manipulation	F	Food, trays, platters, dishes, supplies, equipment, utensils
Power Grip	O	Food, trays, platters, dishes, supplies, equipment, utensils, carts, and beverages

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never  
 I = Infrequently (less than once per day)  
 O = Occasionally (less than 2 ½ hours per day)  
 F = Frequently (2 ½ to 5 hours per day)  
 C = Continuously (more than 5 hours per day)