

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: Child Nutrition Program Manager/Specialist

QUALIFICATIONS: Bachelor's Degree in Foods and Nutrition, Food Service Management, or Home Economics (with a minimum of four courses in food and nutrition)

Minimum of 1400 clock hours of compensated food service management to include, but not limited to, supervisor and/or administrative experience attained within five years immediately preceding the date of application.

Minimum of fifteen clock hours of approved Professional Development per year is required for certificate validity.

Possession of a valid health certificate and tuberculin test.

Membership in professional organizations, such as ASFSA, ADA, or DMA preferred but not required.

Previous experience with computers and software desired.

Such alternatives to the above qualifications as the Trussville City Board of Education find appropriate and acceptable.

JOB GOAL: To assist the local child nutrition program managers on how to operate a food service program within state and federally mandated guidelines while providing a safe and sanitary environment in which students, faculty, and staff are educated and encouraged to consume nutritious foods for improved health and ultimately improve performance both physically and academically.

REPORTS TO: Chief School Financial Officer (Finance Director)

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Direct the Child Nutrition Program in accordance with federal and state laws and regulations, local and state health ordinances, and school system policies.
2. Plan and approve menus for school breakfast and school lunch to assure the nutritional integrity of the program and meet U.S. Department of Agriculture regulatory requirements.

3. Approve free and reduced-price meal applications and verify their accuracy.
4. Manage the free and reduced-price meal process including applications, verifications, rosters, benefit issuance, and updates.
5. Purchase food and supplies in accordance with federal and state bid laws.
6. Train and supervise CNP managers in areas of program management to include sanitation and safety, and meeting nutritional requirements.
7. Assist administrative personnel in determining staffing requirements for each school cafeteria and be involved in hiring of CNP personnel for the school system.
8. Plan and direct training for all CNP personnel in the school system.
9. Plan nutritious, appealing menus in cooperation with CNP managers that meet the requirements of the selected USDA menu planning option.
10. Ensure production records and work schedules are planned and completed properly.
11. Establish a centralized equipment replacement and maintenance program for all schools. Include routine inspections, preparation of bids, scheduling of maintenance, and routine disposition of old equipment.
12. Assist manager in the evaluation of food service employees.
13. Conduct a formal review of each school and complete the USDA review form which covers all aspects of the Child Nutrition Program (must be completed by February 1 of each year.)
14. Check, approve, and compile records from each cafeteria concerning meal counts, inventory, purchases, and food production.
15. Maintain proper certification by attending workshops and professional development courses.
16. Develop and up-date yearly a District level Policy and Procedures Manual.
17. Insure that records and reports for the Trussville City Board of Education, Alabama State Department of Education, and USDA are maintained and accurate.
18. Ensure a board approved Wellness Policy and HACCP Plan are in place for each site.
19. Demonstrate a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.

Board Approved: December 5, 2011