



POSITION ANNOUNCEMENT

Opening Date: September 9, 2024
Salary: Based on BCSS Salary Schedule
Terms of Employment: 9--Month

Job Title: Child Nutrition Program Manager - Anticipated
Closing Date: Until filled

FLSA Status: Non-Exempt
Expected Workday: Full-Time (7.5 hours)
Reports To: Principal, CNP Director

Job Goals:

- To serve the students safe, attractive, and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

Qualifications:

- High School diploma or GED required.
- Demonstrated aptitude or competence for assigned responsibilities.
- ServSafe certification required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- 3 years of Child Nutrition Program experience or related work required.
- Basic computer skills including Word, Excel, and email.

Performance Responsibilities and Essential Functions:

- Assigns and supervises duties of CNP employees.
- Maintains fiscal responsibility and minimizes extra costs to site.
- Adheres to local, state, federal compliance standards and maintains all confidential information.
- Manages and inspects all sanitation and safety practices/procedures on site.
- Maintains all required documentation including food safety/sanitation, professional development, and inventory management.
- Encourages CNP within school and school system.
- Complete responsibilities/functions of CNP Worker when necessary.
- Trains and evaluates all CNP employees at this site.
- Completes other duties as assigned by the Director and/or Principal.

Job Duties:

- Monitors production daily and assists in production as needed daily.
- Monitors accuracy of completion of production records and addresses production concerns.
- Reports to director any immediate concerns or potential problems as appropriate.
- Forecasts menu production and completes all food orders accordingly.
- Reconciles all invoices and oversees inventory management as directed.
- Completes all POS processes including POS reporting and POS training.
- Completes all daily and end of the month paperwork.
- Verifies all daily cleaning processes and work schedules are completed on a regular basis.
- Maintains all training documentation for professional development of employees.
- Conducts disciplinary action as appropriate.

PHYSICAL REQUIREMENTS:

- Must have physical ability to complete the performance responsibilities, essential functions, and job duties of a CNP Worker.
- The work requires physical activity including near constant standing, bending, walking, and balancing; occasional kneeling, climbing, stooping/crouching as well as minimal periods of sitting, kneeling and rapid response to emergencies. An employee must have the ability to frequently lift and /or carry items weighing up to 25 pounds and occasionally lift/carry items weighing up to 50 pounds. Work also requires frequently pushing carts and racks requiring push forces ranging from 10 lbs. to 45 lbs.
- An employee must perform repetitive manual work involving constant hand, wrist, elbow, and arm movement as well as frequent gripping and grasping. Precision finger movement and precision grip are required on an occasional basis.
- Required sensory abilities include vision, hearing, smell, taste, and touch. Visual abilities, correctable to normal ranges, include close, distance, depth, within the full field of vision as well as the ability to adjust focus and distinguish colors. Communication abilities include the ability to talk and hear within normal ranges.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

Point of Contact: Brandy Tarvin, Child Nutrition Program Director
(256) 593-8180, btarvin@boazk12.org