

**SHELBY COUNTY SCHOOLS
JOB DESCRIPTION**

SCHOOL NUTRITION MANAGER

MINIMUM TRAINING AND QUALIFICATIONS:

- High School Diploma or the Equivalent
- At least five (5) years of prior successful employment experience in commercial food service work.
- Skill in microcomputer applications.
- Prior successful supervisory experience desirable.
- Ability to stand for long periods and lift fifty (50) pounds.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: School Principal and Director of School Nutrition

JOB GOAL: To insure the smooth and efficient operation of the school cafeteria and provide a warm, friendly atmosphere in which students may be served nutritious and attractive meals.

PERFORMANCE RESPONSIBILITIES:

- Assigns, directs, plans, and supervises the work of cafeteria employees.
- Plans and participates in the preparation and serving of all food in the cafeteria.
- Instructs and trains new cafeteria employees in performing their assigned duties.
- Supervises the care and storage of food and supplies.
- Plans employees work schedules for the efficient operation of the cafeteria program.
- Plans, directs, and supervises the cleaning of kitchen, serving and storage areas.
- Directs sanitation procedures.
- Assumes responsibility for checking and ensuring that all equipment in the cafeteria area is in safe working condition, and notifies appropriate authority when repairs or replacements are needed.
- Maintains adequate inventory of food and supplies and requests purchases as necessary.

- Maintains records on food and supplies received and used using a computerized system.
- Performs other duties related to the School Nutrition Program as assigned by the principal and Director of School Nutrition.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Human Resources Department.