



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE:** Child Nutrition Program Cafeteria Manager

**QUALIFICATIONS:**

- Graduation from a standard high school or equivalent; college degree and/or Level 4 SNA Certification desired.
- Minimum of 4 years' experience in school nutrition program.
- Completion of a managerial training class is desired.
- Knowledge of safety, sanitation, food preparation methods and equipment used in the quantity preparation of foods.
- Ability to organize and supervise the work of others.
- Valid food handler's card/ServSafe certification and tuberculin test.
- Must have the physical, technical skills and personal attributes to complete all duties related to the job.
- Must pass appropriate background screening and ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Such alternatives to the above qualification as the Oneonta City Schools Board of Education may find appropriate and acceptable.

**REPORTS TO:** CNP Director

**SUPERVISES:** Students and employees

**CONTRACT DAYS:** 191 days.

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** To oversee and manage the school food service operation. The job functions include program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service; financial management and recordkeeping; marketing; personnel management; and professional development. Partner with others in the local school, school district, and community to solicit support for the development of a sound nutrition food program while following federal, state and local guidelines.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides an atmosphere that ensures the purpose of the school nutrition program to “safeguard the health and well-being of the nation’s children.”
2. Ensures all meals served meet current nutritional standards and meal pattern requirements, including children with special diet needs.
3. Maintains nutrition integrity of the school nutrition program through implementation of Dietary Guidelines of America.
4. Maintains integrity and accountability of the school nutrition program through compliance with all federal, state and local regulations.
5. Ensures accountability and preparation of recorded documentation for compliance with federal, state and local regulations.
6. Provides an environment conducive to protecting the health and well-being of the school’s children through high levels of sanitation standards.
7. Provides a safe environment for performance of work.
8. Provides leadership to ensure a secure work environment during an emergency or crisis.
9. Establishes administrative responsibility for all foodservice equipment through proper use and care.
10. Operates the school nutrition program to ensure that proper receiving procedures and storage techniques are followed.
11. Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition program.
12. Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.
13. Ensures the school nutrition program creditability through daily monitoring of food production procedures.
14. Maintains an operation that responds to students’ food preferences.
15. Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
16. Provides leadership to ensure school meals will be served in a pleasant facility and by a courteous staff.
17. Operates school nutrition program within established guidelines for a financial management system that provides a cost-effective program of high integrity.
18. Organizes and manages the business functions of the school foodservice office to maintain an efficient and effective organization.
19. Provides leadership that promotes the school nutrition program and creates an interest in the role of the school nutrition program in the school and community.
20. Manages the school nutrition program staff according to all federal, state, and local district employment laws, policies, and regulations.
21. Communicates effectively with both supervisor and other employees.
22. Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.
23. Integrates standards for evaluating employee performance into the overall management of the school nutrition program.
24. Provides leadership that sets high professional standards for the school nutrition program and employees.
25. Operate computer terminal for cashiering activities.
26. Maintain confidentiality regarding school/student/workplace matters.
27. Follow attendance, punctuality and proper dress rules.
28. Keep director informed of potential problems or unusual events.
29. Assumes responsibility to perform any work that is assigned by the Superintendent, CNP Director, or their designees.

**PHYSICAL DEMANDS:** Physical strength necessary to perform functions of the job include: significant lifting, carrying, pushing, pulling, stooping, kneeling, etc. Safely lift and carry objects weighing up to 50 pounds. Stand and walk on concrete and tile floors for long periods of time. Withstand a wide range of temperatures. Work in refrigerated areas.

**DATE OF LAST REVIEW: 04/02/2025**

**DATE OF LAST REVISION: 05/08/2024**

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: \_\_\_\_\_  
Printed name of employee/applicant      Signature      Date: