**Position Description**

**Job Title:** Child Nutrition Manager

**Department:** Kitchen

**Status:** Exempt **Salary Grade:**

**Position Summary:**

Under the direction of the Chief Executive Officer, the Child Nutrition Manager will assume responsibility for overseeing the child nutrition program for the operational programs.

**Major Responsibilities:**

1. Plans nutritious meals for operational programs according to approved menus, including proper portions of all nutritional components to ensure meal pattern requirements are met. Collaborate with other personnel to plan and develop recipes and menus, factoring in seasonal availability of foods and number served.
2. Effectively maintain and teach sanitation to all kitchen staff; monitor sanitation practices for compliance with all standards and regulations.
3. Supervise food service assistants, students and other relevant workers in the preparation, cooking, garnishing and presentation of food.
4. Order or requisition food and other supplies needed to ensure efficient operation; inspect supplies, equipment and work areas to ensure conformance with established standards; record production and operational data on specified forms.
5. Manage a budget, balancing the requirements of a kitchen and educational institution.

**Other Responsibilities:**

1. Develop and maintain an inventory control mechanisms which reflect a very short serving window.
2. Maintain accurate and complete CACFP records as required by law, policies and administrative guidelines. Enforce all administrative policies and rules.
3. Maintain all required licensure and certifications for Serve Safe, Pro-Start and other programs as required or suggested by any licensing agency.
4. Supervise and train staff assigned.
5. Prepares serving portions and special dietary servings according to specific guidelines and paperwork for lunch reimbursement guidelines.
6. Other duties as assigned.

**Reporting Relationship:**

Position reports to: Chief Executive Officer

Position Supervises: Food Service Assistant, Kitchen Assistants & Delivery personnel.

**Qualifications:**

Knowledge: Bachelor’s degree preferred, Associate’s degree in related field is required. Must obtain certification in Serve Safe within 30 days of hire.

Experience: Minimum of two years kitchen experience is required; strong interpersonal and communications skills; good computer skills.

Skills/physical/working conditions: Someone in this position must be able to perform basic physical functions such as walking, standing, bending, kneeling, stooping, reaching, pushing, and pulling. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must possess visual acuity for using measuring devices, reading menus and contents of food packaging and reading gauges.

**Disclaimer Clause:**

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with this job. They are meant to be accurate reflections of the principle job elements essential for making fair pay decisions. This position description is not intended as a contract. Employment is confirmed by a Letter of Employment. North Carolina is an at-will employment state and Eliada is an at-will employer.

07/2018