



Alabaster City Schools Job Description

JOB TITLE: CHILD NUTRITION PROGRAM (CNP) MANAGER

QUALIFICATIONS:

1. Good general health.
2. Demonstrated aptitude for successful performance of the tasks listed.
3. High School Graduate or G.E.D. Certificate.

REPORTS TO: Principal
Director of Child Nutrition

SUPERVISES: CNP Associates

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintain the highest standards of safety and cleanliness in the kitchen.
3. Provide food according to standardized recipes.
4. Determine the quantities of each food to be prepared daily.
5. Order all necessary food and supplies on a weekly basis.
6. Receive and verify orders.
7. Report immediately to the Principal any problem or accident occurring in the kitchen or the cafeteria premises.
8. Confer with the Principal, and Director of Child Nutrition on any personnel problems.
9. Maintain records as required by the Child Nutrition Program.
10. Participate in activities that promote good public relations with students, teachers and the community.

11. Supervise all cleaning.
12. Participate in activities that promote good public relations with students, teachers, and the community.
13. Supervise all banquets served in the school lunchroom.
14. Exhibit personal grooming and dress appropriately for food service.
15. Be regular and punctual in attendance.
16. Be familiar with and follow Alabaster City Schools Board of Education policies.
17. Maintain confidentiality of School System related business.
18. Perform other job-related duties that may be reasonably required by the Principal and the Director of Child Nutrition.

TERMS OF EMPLOYMENT: 190-day contract. Daily work schedule established by the Principal.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.