



**JOB TITLE:** ASSISTANT CHILD NUTRITION MANAGER

**QUALIFICATIONS:**

1. Good general health.
2. Demonstrated aptitude for successful performance of the tasks listed.
3. High school graduate or G.E.D.
4. Computer Skills
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Child Nutrition Manager  
Principal

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

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in the preparation and serving of food in a quick and pleasant manner.
2. Assume responsibility for seeing that during meal service periods the supply of foods offered is replenished regularly and batched cooked.
3. Assist in the daily cleanup of the kitchen and service areas.
4. Perform major cleaning of equipment and storerooms at regularly scheduled intervals as designated by the CNP Manager.
5. Assume responsibility for storage and disposal of unused foods.
6. Maintain such records as necessary for accountability. Be knowledgeable of computer, purchasing, inventory, and production records.
7. Exhibit personal grooming and dress appropriate for food service.
8. Perform managerial duties in the absence of the CNP Manager.
9. Perform duties in a manner that promotes good public relations.
11. Maintain confidentiality of any school system related business.
12. Be familiar with diet prescriptions and tray prep.

13. Be familiar with and follow Board of Education policies.
14. Maintain proper and professional relationship with students and other employees.
15. Assist manager with placing and receiving food orders and shipments.
16. Ensure kitchen personnel understand their responsibilities and schedules while making sure everyone is on task.
17. Perform other job-related duties during the school day as assigned by the Lunchroom Manager.

**PHYSICAL REQUIREMENTS:**

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 as needed to move objects. Standing for long periods of time. Walking, pushing, pulling, lifting, bending and kneeling most of the day. Repetitive hand motions due to prolonged use of serving utensils. Repetitive hand motions due to menu and recipe preparation.

**TERMS OF EMPLOYMENT:** Nine-month contract.

**SALARY:** Appropriate placement on current salary schedule.

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