

## Child Nutrition Training Manager

<b><u>Reports to:</u></b>	<b>Director for Child Nutrition</b>
<b><u>Supervises:</u></b>	<b>Cafeteria Assistants</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Child Nutrition Manager IV - 58</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **High school diploma or GED required**
  - **Associate degree preferred**
  - **Minimum of 3 years' successful experience in Child Nutrition management or related experience**
  - **Possession of a valid TB test and health examination issued by the local county board or recognized medical authority**
  - **Must be ServSafe Certified and be/become a ServSafe Instructor and Proctor**

**Essential Job Functions:**

- Ability to perform all duties and responsibilities of a cafeteria manager
- Fills in for cafeteria managers and/or staff when needed
- Develops training programs and materials for all aspects of a cafeteria operation, as approved by the Director for Child Nutrition
- Conducts training for cafeteria staff through on-the-job training, professional development meetings and other training events (e.g., ServSafe, HACCP, Production Records)
- Provides training and support for new managers
- Keeps up-to-date training records of all workshops, seminars, etc, that school nutrition staff attends during the year
- Visits schools regularly, unless needed elsewhere
- Assists the Director and supervisors with On-Site Reviews
- Assists managers with nutritional promotions and displays for parents and students
- Attends and successfully completes all training activities as required to improve ability and knowledge in performance of work duties
- Serves as a team player and role model for the other employees in the organization
- Demonstrates a commitment to continuous quality improvement
- Participates in hiring, disciplining and evaluating employees
- Performs other duties and accepts responsibilities as assigned

## **Child Nutrition Training Manager**

### **Knowledge, Skills, and Abilities:**

- Knowledge of the requirements of the North Carolina Child Nutrition Program
- Operational knowledge of large and small food equipment
- Ability to compute servings per purchase unit
- Ability to use and interpret job related terminology, mathematical formulas and functions effectively and efficiently
- Excellent verbal and written communication skills
- Strong knowledge of Windows, Microsoft Office Products,
- Strong knowledge of the MealsPlus suite of programs for K-12 programs
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatical form
- Adapts easily to changing situations and problems

### **Physical Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 50 pounds of force occasionally, up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

- Must be able to stand for six continuous hours
- Must be able to stoop, squat, kneel, bend, twist turn and/or stretch
- Must be able to lift, carry and/or support 30 pounds from shoulder level to above the head
- Must be able to perform duties that require repetitive and non-repetitive motions with hands and wrists
- Must maintain high standards of personal cleanliness
- Must be able to operate motor vehicle
- Must be able to operate/use a variety of office machines, office equipment and job specific machine and equipment
- Must possess auditory acuity at a level to communicate effectively with customers and employees in direct conversation and by telephone
- Must possess visual acuity to read and analyze information in hard copy of on computer screens
- Must be able to express and exchange ideas effectively by spoken word

### **Special Requirements:**

- Must have a valid North Carolina driver's license and reliable transportation
- Must maintain an operational telephone