



HOMEWOOD CITY  
SCHOOLS  
Office of the  
Superintendent

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## **POSITION ANNOUNCEMENT**

**February 16, 2023**

The Homewood City Board of Education is currently seeking applicants for:

### **Child Nutrition Program Assistant Manager – Elementary School**

Qualified applicants should have a high school diploma and a minimum of one year's experience in school food service. Applicants should be properly qualified for the position. Salary will be based on experience and qualifications. (Child Nutrition Salary/MA/187 days-9 month plus paid two-day annual summer training)

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to [efowler@homewood.k12.al.us](mailto:efowler@homewood.k12.al.us).

*It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.*

# Homewood City Schools

## Role Description

**POSITION TITLE:** Child Nutrition Program (CNP) Assistant Manager (Elementary)

**JOB SUMMARY:** Safely prepare and serve appetizing, nutritious and federally compliant meals to Homewood City School children while maintaining a clean and cheerful environment

**CONTRACT DAYS:** 9-month/187 days plus paid two-day annual summer training

**REPORTS TO:** School Principal, CNP Manager, CNP Director

**SUPERVISES:** CNP workers

### **PERFORMANCE RESPONSIBILITIES:**

- To perform duties as assigned by the CNP Manager and/or Principal relative to the operation of the CNP which may include but is not limited to:
  1. Prepares, serves and stores food using standardized, written recipes
  2. Maintains food safety and sanitation by cleaning small wares, large equipment, cafeteria tables and floors
  3. Stocks pantries and inventories food supplies
  4. Perform all duties in a timely fashion to avoid delays in scheduled services
  5. Documents use of food inventory and production
  6. Stands for a majority of working shift, several hours at a time and lifts up to 50 pounds
- To assist the CNP Manager in maintaining and controlling all inventories including groceries, produce, paper products and chemicals
- Assist CNP Manager in supervising kitchen staff in a fair and productive manner
- Attend and participate in scheduled meetings and trainings as assigned by supervisors
- Participate in employee hiring, evaluation and disciplinary action where warranted
- Responsible for daily deposits and cash management in the absence of the CNP manager
- To maintain a clean, neat personal appearance and wear appropriate uniform and footwear
- To practice good hygiene and follow established procedures for preparing, serving and storing foods in a safe, sanitary manner including hair restraints, avoidance of wearing jewelry or false nails or polish
- Proficiency in computer skills required for communication, on-line ordering, inventory and production record management
- To maintain a cooperative working relationship with coworkers and staff and exhibit a pleasant attitude in all interaction with students, teachers and visitors
- To perform other job-related duties that may be reasonably required by the CNP Manager and School Principal