

**Title:** Child Nutrition Program Field Manager

**Qualifications:** Set by State Certification Authorities  
Three years of experience with the Child Nutrition Program computer program  
Three years of successful experience in Child Nutrition Program management and/or reporting and consolidation

**Goal:** To assist the Child Nutrition Program Supervisor in the overall operation of the department through on-site help and training

**SPECIFIC RESPONSIBILITIES:**

**A. Contacts and relationships**

**1. Supervisory**

**a. Supervision received**

1. Directly: Child Nutrition Program Supervisor
2. Indirectly: N/A

**b. Supervision exercised**

1. Directly: N/A
2. Indirectly: Lunchroom managers and staff assigned by Child Nutrition Program Supervisor

**2. Organizational**

**a. Internal**

1. Continuous contact with Child Nutrition Program supervisor and lunchroom managers
2. Frequent contact with lunchroom employees
3. Occasional contact with principals and faculty

**b. External**

1. Continuous contact: N/A
2. Frequent contact with vendors
3. Occasional contact with civic organizations

**B. Functions**

**1. Planning**

- a. Assist in development of state mandated programs and their implementation
- b. Assist in planning orientation for new lunchroom employees and in-service training programs for lunchroom managers
- c. Assist in preparing specifications for food, supplies, and equipment for use in the lunchroom
- d. Assist in developing public relation activities for the food service branch of the school system
- e. Develop a program of self-improvement and professional growth

**2. Implementation**

- a. Assist in all aspects of training for managers, future managers, technicians, and new employees
- b. Assist in maintaining updates in data necessary for daily School Food Service operations
- c. Assist and file reports and statistical data on request
- d. Assist in site reviews and visitations of personnel at all cafeterias

- e. Assist in remediation training, as needed, at sites where deficiencies are noted
  - f. Assist in any and all trouble shooting whether by phone or in person
  - g. Be prepared to assist by filling in for cafeteria managers if regular manager will be out for an extended period of time
  - h. Assist in any and all activities relating to CO-OP bids and vendors necessary to maintain no break in services needed to operate the SFS program
  - i. Participate in professional growth activities and meetings
  - j. Perform all other duties as assigned by Child Nutrition Program Supervisor
3. Control
- a. Assist in all aspects of record keeping of lunchroom operations for audit
  - b. Assist in monthly reviews of program finances and budgetary assessments
  - c. Assist in monitoring administrative procedures relative to food service
  - d. Coordinate the revision of a aforementioned procedures under the direction of the Child Nutrition Program Supervisor

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Employee's Signature

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Date

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