

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

Employee's Signature

Date

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