

**Position:**

School Nutrition Manager

**Reports To:**

School Nutrition Director or Supervisor

**Salary:**

State Salary Schedule

**Education and Training:**

- High school diploma or GED; additional education in food service management is preferred.
- Minimum of 2 years of experience in school nutrition, food service or related field.
- Knowledge of USDA school meal program requirements.
- Food safety certification or completed within 90 days of the employee's start date.

**Responsibilities:**

- Ensure timely preparation, production, and service of school meals following standardized recipes and menus.
- Follows a work schedule, plans ahead and helps others on their team.
- Monitor inventory levels and assist with ordering food and supplies as needed.
- Oversee the cleaning and maintenance of kitchen equipment and facilities to meet sanitation and safety standards.
- Maintains daily meal production records, meal counts, daily deposits and other required documentation.
- Ensure compliance with federal, state and local guidelines related to National School Lunch Program (NSLP and School Breakfast Program).
- Maintain accurate meal production records, temperature logs, and other required documentation.
- Follow and enforce food safety procedures based on HACCP.
- Supervise and direct kitchen staff during meal preparation and service.
- Train new employees and provide guidance to existing staff on operational procedures and best practices.
- Assist in managing employee schedules.
- Promote a positive dining experience for students and staff.
- Respond to and resolve concerns or complaints promptly and professionally.
- Foster a welcoming and inclusive environment for all.
- Communicates effectively with director, supervisor, staff and other district employees.
- Adapt quickly to new environments and kitchen operations.
- Attends job related training.
- Communicate effectively with school administrators, nutrition program staff and district personnel.
- Ability to lift 50 pounds and stand for extended periods.

**Applicant Instructions:**

Applications may be completed by visiting the website at [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us). All applicants, including current employees, should complete the following:

- An online Applitrack application.