

**Whitfield County School System  
Position Description**

**School Nutrition Manager**

**DEPARTMENT:** School  
**REPORTS TO:** Principal  
**SALARY SCHEDULE:** System-wide  
**PAY GRADE:** (Level I)  
(Level II)

**FLSA STATUS:** Exempt  
**CONTRACT TERMS:**  
**APPROVED (HR):**  
**REVISED (HR):**

**SUMMARY:** Under the supervision of principal, with guidance from the Department of School Nutrition, implements an efficient and effective school nutrition program in a school setting.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises classified personnel. Performs supervisory responsibilities in accordance with Whitfield County School System's (WCSS) policies and applicable laws.

**QUALIFICATIONS:**

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures. The incumbent must post a passing score on the Manager Assessment and meet all Health Department regulations. Persons holding a bachelor's or persons without a bachelor's degree but three years approved experience in food service management or supervision will be considered for Level I School Nutrition Manager positions. Persons with a bachelor's or master's degree and three years experience in food service management or supervision will be considered for Level II School Nutrition Manager positions.

PERFORMANCE FUNCTIONS	ESTIMATED FREQUENCY
<b>ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)</b>	
Supervises and trains school nutrition personnel to ensure adherence to local, state and federal guidelines	50%
Responsible for all food and supply procurement for school nutrition program	25%
<b>SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)</b>	
Responsible for budget and cost containment and staffing	5%
Supervises meal preparation	5%
Maintains inventory control	5%
Responsible for food quality and safety	5%
Responsible for department sanitation	5%

**KNOWLEDGE, SKILLS & ABILITIES:**

*May require:*

**Knowledge of** personnel management and training; nutrition and nutritional value of foods; food handling preparation, service, safety; sanitation; cash management; and all related and established policies and procedures

**Skill in** effective oral and interpersonal communication; food preparation and disposal; inventorying and ordering food service supplies; identifying equipment problems and submit appropriate service requests; time management; record keeping; basic mathematics

**Ability to** establish and/or implement sanitary practices for food handling; general cleanliness, and maintenance of kitchen and dining areas; use relevant computer applications; maintain confidentiality; prioritize assignments; manage multiple tasks simultaneously; read and follow directions; lift at least 30 lbs.; meet all safety regulations; and stand for periods of three (3) hours without breaks

**EDUCATION AND/OR EXPERIENCE:** Minimum of three (3) years experience in food service management or supervision preferable for Managers.

**CERTIFICATES, LICENSES, PERMITS:**

Georgia Department of Education Training-in-Depth core courses (1-4) certification must be obtained within four years of employment. Certification must be valid throughout duration of employment [Renewal every three (3) years]

ServeSafe Certification must be obtained within 90 days of employment and valid throughout duration of employment [Renewal every five (5) years].

**PERFORMANCE FACTORS:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to

demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.