

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2023-2024 School Year

Posted: February 23, 2024

Title:

Child Nutrition Program Cafeteria Manager

Application Closing Date:

Until filled

Applications are accepted through ALSDE Teach in Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated.

To be considered complete, applications should include a copy of any applicable certification and/or college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205 543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Child Nutrition Program Cafeteria Manager

REPORTS TO: Child Nutrition Program Director

QUALIFICATIONS:

- Graduation from a standard high school or equivalent; college degree and/or Level 4 SNA Certification desired.
- Minimum of 4 years' experience in school nutrition program.
- Completion of a managerial training class is desired.
- Knowledge of safety, sanitation, food preparation methods and equipment used in the quantity preparation of foods.
- Ability to organize and supervise the work of others.
- Valid food handler's card/ServSafe certification and tuberculin test.
- Must have the physical, technical skills and personal attributes to complete all duties related to the job.
- Must pass appropriate background screening and ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Such alternatives to the above qualification as the Oneonta City Schools Board of Education may find appropriate and acceptable.

JOB GOAL: To oversee and manage the school food service operation. The job functions include program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service; financial management and recordkeeping; marketing; personnel management; and professional development. Partner with others in the local school, school district, and community to solicit support for the development of a sound nutrition food program while following federal, state and local guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Provides an atmosphere that ensures the purpose of the school nutrition program to "safeguard the health and well-being of the nation's children."
2. Ensures all meals served meet current nutritional standards and meal pattern requirements, including children with special diet needs.
3. Maintains nutrition integrity of the school nutrition program through implementation of Dietary Guidelines of America.
4. Maintains integrity and accountability of the school nutrition program through compliance with all federal, state and local regulations.
5. Ensures accountability and preparation of recorded documentation for compliance with federal, state and local regulations.
6. Provides an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
7. Provides a safe environment for performance of work.
8. Provides leadership to ensure a secure work environment during an emergency or crisis.
9. Establishes administrative responsibility for all foodservice equipment through proper use and care.
10. Operates the school nutrition program to ensure that proper receiving procedures and storage techniques are followed.
11. Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition program.

12. Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.
13. Ensures the school nutrition program creditability through daily monitoring of food production procedures.
14. Maintains an operation that responds to students' food preferences.
15. Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
16. Provides leadership to ensure school meals will be served in a pleasant facility and by a courteous staff.
17. Operates school nutrition program within established guidelines for a financial management system that provides a cost-effective program of high integrity.
18. Organizes and manages the business functions of the school foodservice office to maintain an efficient and effective organization.
19. Provides leadership that promotes the school nutrition program and creates an interest in the role of the school nutrition program in the school and community.
20. Manages the school nutrition program staff according to all federal, state, and local district employment laws, policies, and regulations.
21. Communicates effectively with both supervisor and other employees.
22. Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.
23. Integrates standards for evaluating employee performance into the overall management of the school nutrition program.
24. Provides leadership that sets high professional standards for the school nutrition program and employees.
25. Operate computer terminal for cashiering activities.
26. Maintain confidentiality regarding school/student/workplace matters.
27. Follow attendance, punctuality and proper dress rules.
28. Keep director informed of potential problems or unusual events.
29. Assumes responsibility to perform any work that is assigned by the Superintendent, CNP Director, or their designees.

PHYSICAL REQUIREMENTS: Physical strength necessary to perform functions of the job include: significant lifting, carrying, pushing, pulling, stooping, kneeling, etc. Safely lift and carry objects weighing up to 50 pounds. Stand and walk on concrete and tile floors for long periods of time. Withstand a wide range of temperatures. Work in refrigerated areas.

SALARY: Based on the Oneonta City Board of Education salary schedule for Child Nutrition Program

EVALUATION: Oneonta City Board of Education Personnel Evaluation Plan

TERMS OF EMPLOYMENT: 191 days