

**SCHOOL FOOD SERVICE
AREA PROGRAM MANAGER**

C-700

QUALIFICATIONS:

1. High School diploma or equivalent from regionally accredited facility.
2. Louisiana Department of Education, Division of Nutrition Assistance/Child Nutrition Program Manager Certification.
3. Completion of five (5) years experience as Certified Cafeteria Manager.
4. Completion of Serv-Safe Certification required during first three (3) months of employment.
5. Proficiency in business skills and computer literacy.

REPORTS TO:

Child Nutrition Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively and professionally with all School Food Service staff, school faculty, and other support personnel.
2. Conducts Manager Training Classes according to established guidelines; coordinates registration and other arrangements for Phases I, II, and III of testing.
3. Conducts Phase I Training classes during the Fall semester for all new School food Service staff hired within the pervious school year.
4. Supervises Summer Food Service Program at all full service (breakfast and lunch), summer remediation and summer program sites (breakfast and snack).
5. Performs on-site monitoring at all food service operations of the National School Breakfast and Lunch Programs and Student After Care Programs by required deadline.
6. Performs Food Safety inspections at all food service operations annually and completes reporting by the end of the school year.
7. Remains current on all USDA/HACCP regulations; assists with full implementation of HACCP procedures in all food preparation sites.
8. Reviews Public Health Inspection Reports and assists in correction of deficiencies.
9. Reviews monthly school site reports for food production, inventory, absentees, substitute evaluations, and other documents required.
10. Provides technical assistance to Cafeteria Managers for computer errors and problems.
11. Provides Computer Technician with assistance in equipment and software program updates
12. Provides training to Cafeteria Managers on software program updates.
13. Maintains inventory program recipe file and nutrient analysis; updates as necessary.
14. Assists in product and equipment evaluation.
15. Plans and promotes Child Nutrition Program national, state, and parish recognitions and activities (NSLW in October and NSBW, LSLW, NNM in March).
16. Plans for School Food Service Annual Service Award Dinner (May).
17. Provides replacement in the absence of the Cafeteria Manager; serves as Manager replacement when necessary.
18. Performs other duties as assigned by appropriate authority.
19. Subject fo Drug/Alcohol Testing in accordance with Policy F-18.

EVALUATION:

Performance in this position will be evaluated at least once annually in accordance with Board policy.

Reviewed and Agreed To: _____ Date: _____
Employee's Signature

Received By: _____ Date: _____
Name and Title