

**UNION TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Child Nutrition Manager

QUALIFICATIONS:

- Bachelor's Degree with emphasis in Information Systems or Accounting or School Nutrition Specialist Certification
- Minimum of 5 years related experience in a Public School setting.

REPORTS TO: School Business Administrator

JOB GOAL:

Oversee the Child Nutrition Program for the Township of Union Public Schools, free and reduced price meal applications, renewal of the Policy Statement, completing the various agreements to participate, and verification of meal application.

PERFORMANCE RESPONSIBILITIES

- Coordinate the annual processing and inputting of Free and Reduced meal applications into an automated system.
- Implement and maintain the Point of Sale system at the cafeteria sites.
- Prepare policy statement for free and reduced meals, agreements to participate in the national school lunch/breakfast programs.
- Prepare for the beginning of the school year with direct certification letters, beginning of year packets, etc.
- Coordinate the production, distribution and inputting of Free and Reduced meal applications.
- Complete the verification process.
- Implement and maintain Point of Sale (POS) computer systems at the cafeterias.
- Troubleshoot problems at the cafeterias dealing with the POS system.
- Evaluates cafeteria programs (e.g. visits to school sites, standardization for food portion size, observe employees, etc.) for the purpose of reviewing all menus for school lunches and special meals.
- Inspects school lunch facilities and operations for the purpose of ensuring that standards of diet, cleanliness, and health and safety are being maintained.
- Monitors school cafeterias for overall safety and sanitation for the purpose of ensuring that the school food services programs throughout the district is administered in accordance with federal laws, USDA regulations and school board policies.
- Reviews daily work schedules for all cafeteria staff, ensuring that all school cafeterias are appropriately staffed.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying federal, state and local laws and regulations pertaining to school division accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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