



## Columbia County School District Job Description

<b>Position Title:</b> SNP Manager – School Nutrition Program Manager		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Principal/Director of School Nutrition Services in accordance with Policy GBI- Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade M	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 186 Days Per Year, 7 – 8 Hours Per Day		
<b>Reports to:</b> Principal; Director of School Nutrition Services; School Nutrition Coordinator		

### MINIMUM QUALIFICATIONS

**Education:** High School Diploma or GED

**Knowledge Essential Skills:** Operates the School Nutrition Program within all local, state and federal program requirements. Directs, supervises and evaluates School Nutrition Assistants. Coordinates activities related to the School Nutrition Program with the principal, teachers, parents and students.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Prepares and follows an operational budget and management plan, which will keep the program financially sound.
- Purchases or requisitions all food and supplies according to local policy, through the use of product standards and vendor competition in an effort to contain costs and improve quality.
- Supervises the proper receipt, storage and use of purchased products and USDA foods and keeps an accurate monthly inventory.
- Uses the computer to keep accurate and up-to-date records and financial accounts by completing a daily edit and submitting reports on schedule.
- Implements collection and accountability procedures for meals, milk and other food served as required by the free and reduced meal policy.
- Establishes written duty and work schedules for all employees. Provides instructions on preparation techniques, portion control, standardized recipes, scheduling of equipment and all other related tasks to assure quality food standards.
- Maintains desirable standards of personal hygiene, sanitation, performance and conduct of all employees. This includes hair restraints to be worn by all persons in the department.
- Maintains a safe environment and reports all accidents and/or emergencies to the principal immediately.
- Requires standing and walking 85% of the working day.
- Must be able to lift 40 lbs. (may be from a bent position or from above the shoulders) during the receipt, storage, preparation, etc. of food and supplies.
- Must work in varying temperature environments.
- Checks and records freezer and refrigerator temperatures daily during the school year and every three days during holidays and summer vacation.
- Provides on-the-job training, instruction and enforcement of School Nutrition Program policies, and regularly discusses program goals for all employees.

- Follows all Columbia County Board of Education Personnel Policies.
- Screens and recommends employees of the School Nutrition Program.
- Annually evaluates employee performance.
- Participates in all in-service and information meetings conducted by the director, coordinator or state consultant.
- Regularly discusses with the principal matters related to the School Nutrition Program.
- Supervises all aspects of foodservice, assists as necessary and performs all other duties as assigned.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** November 2015