

Child Nutrition Business Manager

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: Child Nutrition Business Manager

Department: Child Nutrition

Grade 500

Calendar 12 Month

Job Description

Date Reviewed: December 2019

Reports To: Child Nutrition Director

Purpose of Job

The purpose of this job is to provide supervision within the Child Nutrition Department to ensure the effective and efficient use of resources leading to improved student achievement in support of all office, business, and warehouse related needs. Major areas of responsibility include but are not limited to supervision and oversight of financial reporting, accounts receivable, accounts payable, data analysis, process management, compliance, records, technology, budgeting, bids, commodity processing, ordering, inventory management, interviewing/screening/selecting candidates for Child Nutrition staffing recommendations to HR by the Child Nutrition Director, determine/carryout appropriate disciplinary action recommendations to HR by the Child Nutrition Director, warehouse, free & reduced, and grant writing. In addition, it is the responsibility of this individual to supervise the Financial Coordinator/CN Warehouse Supervisor, Accounting Associate, Free and Reduced Coordinator, and all task related to these areas and positions. Primary backup/secondary contact for the Child Nutrition Director for the business side of the department.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees all office processes in support of financial reports, budgeting, profit and loss statements by cafeteria location and as a whole, labor studies, identifying areas needing improvement, grant writing and opportunities, and provides recommendations to the Child Nutrition Director for review based on detailed analysis by the various office staff members.

Ensure the smooth, efficient, timely, and effective coordination of appropriate and various documentation from the business and warehouse side of the Child Nutrition Department with the Human Resource Department.

Prepare and present detailed reports to staff as requested by the Child Nutrition Director

Supervise and coordinate all office staff in the timely and accurate preparation of all necessary monthly and year-to-date revenue/expense reports and any associated documents for the Child Nutrition Department.

Supervise and coordinate the monthly claim process and submissions to the State ensuring the timely and accurate completion of the process throughout the year and at year end.

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Supervises and coordinates the collective efforts of the Financial Coordinator/CN Warehouse Supervisor, Accounting Associate, and Free and Reduced Coordinator to include providing annual evaluations, approving time records, and time off requests.

Manages the purchase order process within the Child Nutrition Department.

Supervises and coordinates the procurement and bid processes to include oversight of all preparations of bid documents, vendor accounts, purchase orders, and correlated procurement needs ensuring Child Nutrition staff have followed all appropriate guidelines and requirements throughout the processes.

Oversees and assist in the modifications of Child Nutrition brochures, flyers, and Free & Reduced applications for customer use and performs task in the absence of the Free and Reduced Coordinator.

Responsible for the Free and Reduced Coordinator's activities in the absence of the Free and Reduced Coordinator and the Financial Coordinator/CN Warehouse Supervisor to include during summer months, fall break, and spring break. To include processing Free and Reduced applications, handling emails and calls related to Free and Reduced, requisition entries, and purchase order receiving.

Consults with the State Dept. of Education on policy/regulations and compliance issues for the Child Nutrition Department with regard to areas of responsibility and supervision or as assigned by the Child Nutrition Director.

Maintains professional and technical knowledge by attending annual in-service trainings, webinars, and other trainings as assigned by the Child Nutrition Director.

Supervises the Financial Coordinator/CN Warehouse Supervisor in the reconciliation of the Child Nutrition Warehouse inventory, supervision of Child Nutrition warehouse staff/functions, and all site inventories to include supervising the research of discrepancies, problem solving inventory issues, transfers, and making all necessary adjusting journal entries.

Reviews the detailed physical inventory report provided by the Financial Coordinator/CN Warehouse Supervisor with the Child Nutrition Director each month after the physical inventory is completed, sighting any discrepancies or problems and how they have been resolved.

Supervises the reconciliation and balance of accounts on a monthly basis pertaining to the Child Nutrition Department budget accounts.

Reviews Vendor Complaint Forms and recommends appropriate actions to the Child Nutrition Director for review.

Provides oversight for the Child Nutrition Computer Operations Coordinator and Child Nutrition Equipment and Technology Specialist, in all aspects of the positions, that involve business/financial functions, resolving concerns/problems, preparation of data/reports in a timely and accurate manner, and providing recommendations to the Child Nutrition Director that will enable the Child Nutrition Department to work more effectively and efficiently.

Supervises and coordinates the efforts of office and warehouse staff in the control of inventory data on all items, continuous price updates, updating item descriptions, adding and deleting items, and changing/updating vendor information.

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Supervises and oversees the completion and accuracy of all bids including commodities. Provides bid award recommendations for review by the Child Nutrition Director.

Supervises the office and warehouse staff in the completion of all daily ordering of products by the school cafeterias, order substitutions/replacements, identifying product substitution availability, and ensures that the office staff communicates well, all changes to the managers.

Provides assistance to auditors by identifying requested information and answering inquiries

Addresses and resolves concerns at the district level of parents, managers, and staff as it relates to responsibilities.

Supervises the office staff in all aspects of grant administration to include the processing and tracking of applications, preparation of grant budgets, assisting with claims for reimbursement, tracking, and writing of proposals, as necessary.

Supervises year-end closing of outstanding encumbrances for validity and to ensure goods received on, or prior to, June 30 are properly booked and recorded as payables.

Supervises the reconciliation of online meal payment system for all students enrolled in the Clarksville-Montgomery County School System.

Supervises the review of validity and accuracy of all travel vouchers and reimbursements requests submitted to the Child Nutrition Department.

Supervises and coordinates the office staff in compiling and maintaining written records and the reporting of results for all grant projects and the dissemination of this information, as appropriate, to other educational institutions, interest groups, state department of education, and the U.S. Department of Education. This will include Free and Reduced data that will assist all departments.

Supervises and coordinates the accurate maintenance of all office, business, and financial records at the district level for the Child Nutrition Department ensuring that all records are prepared accurately and maintained properly in compliance with generally accepted governmental accounting standards, and federal/state/local guidelines.

Supervise, perform, and assist in the research and resolution of multiple problems of complex difficulty pertaining to all aspects of the Child Nutrition Department as pertains to this position, along with providing data to multiple internal and external customers and stakeholders, as requested by the Child Nutrition Director.

Additional Job Functions

Perform other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business management, or a related field, a minimum of 5 years of total management experience is preferred, of which, 2 years are preferred to be in multi-unit management. Related qualifying experience may be considered, as a substitute, for the college requirement. A Master's degree in a related field may be considered, as a substitute, for one year of the required additional experience. Additionally, prefer 5 years of multi-unit business management experience of which should be in the successful business

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operation of school cafeterias or food service establishments. Other previous management experience and/or additional education may be considered.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Child Nutrition Business Manager. Has general knowledge of Child Nutrition and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Child Nutrition Business Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Child Nutrition Business Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Child Nutrition Business Manager.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date