

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Child Nutrition District Equipment Manager **Department:** Child Nutrition

Grade K
H.P.D 8
D.P.Y. 260

Job Description

Date Reviewed: August 2021

Reports To: Child Nutrition Director

Purpose of Job:

The purpose of this job is to perform District level oversight of all Child Nutrition Department needs, flow, and design as they relate to equipment, technology, and supply specifications, schematics, bids, purchases, replacements, and distribution. Furthermore, to ensure that all 38 cafeterias are able to prepare, serve, and provide all students with food of the highest quality and ensure a user-friendly, efficient, and safe work environment for all staff. Additionally, it is the responsibility of this individual to supervise the Child Nutrition Equipment, Technology, and Warehouse Specialist, the Child Nutrition Computer Operations Coordinator, and the Child Nutrition Foodservice Equipment Repair Technicians.

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.

Manage all aspects of the Child Nutrition Department in new kitchen designs, equipment needs, replacements, repairs, movement, renovations, and/or new building construction projects. Work in conjunction with the District’s Facilities Manager, Operations Building Maintenance Manager, Property Control Officer, and Purchasing Director to ensure the Child Nutrition Department needs are met in all of these areas and these areas are in compliance with local, state, and federal guidelines.

Make courtesy checks of all Child Nutrition facilities, coordinate all equipment/technology deliveries/installations, and oversee/coordinate all equipment/technology training for new cafeterias as needed.

Oversee procurement of equipment, technology, and supplies for Child Nutrition

Assess equipment related training needs in all cafeterias through site visits. Develop, schedule, implement, and document training for areas of improvement.

Inventory and track all existing equipment in the schools and in storage to include equipment placement, replacement, and removal.

Determine which equipment items will be replaced, reutilized, sold, or salvaged and provide a monthly report to the Child Nutrition Director for review. Oversee and track the process through completion once a decision has been made.

Supervise the sale of all used equipment, technology devices, and track the funds generated throughout the fiscal year.

Establish and maintain a record of equipment, technology, and supply preferences, pros, and cons that will assist in making the best selections of these items for future building and renovation projects.

Oversee the equipment and supply needs list submitted, prior to the close of schools in May, by managers and ensure the proper procurement and distribution of items is completed to fulfill the needs, prior to the start of school, the following school year.

Perform equipment and technology related responsibilities that require a broad knowledge and understanding of several fundamental skill sets related to this position. These fundamental skill sets include but are not limited to an in depth understanding of commercial kitchen equipment, computer software/hardware, mechanical, electrical, carpentry, plumbing, heating, and cooling.

Ensure that all Child Nutrition Department vehicles are maintained, in proper working order, have all current required documentation in the vehicles, and coordinate all maintenance work and/or repairs needed on Child Nutrition Department vehicles with the Transportation Department.

Act as liaison with the Transportation Department to oversee and ensure that all Child Nutrition CDL and non-CDL drivers of department vehicles are up-to-date and cleared to drive CMCSS vehicles.

Act as the Key Control Representative for the department and is responsible for housing, securing, tracking, obtaining copies, and disseminating any Child Nutrition Department keys to include vehicles.

Act as the Inventory Control Representative (ICR) for the Child Nutrition Department and is responsible to ensure that all Child Nutrition equipment and technology devices are tracked and accounted for appropriately according to the responsibilities of the position.

Responsible for monitoring the district-wide temperature monitoring system within the department and acting as liaison with maintenance, custodial, and the cafeteria managers to

ensure products are protected and equipment is attended to/repared in a timely manner, when these needs arise and/or as directed by supervisor (to include after normal hours and weekends).

Responsible for moving and/or coordinating the movement of equipment and/or products, when these needs arise and/or as directed by supervisor, (to include after normal hours and weekends) to ensure product safety/usability and equipment maintains proper working order and/or temperatures.

Ensure that all materials, equipment, technology software/hardware, and supplies are ordered and delivered in a timely manner. Chooses vendors, places orders, maintains records, and handles returned goods.

Review all equipment, materials, technology, parts, and supply quotes/bids/proposals for acceptance, proper federal/state/local compliance, quality, and accuracy, as it relates to the job.

Inspect and approve quality of purchased equipment, materials, and supplies upon delivery.

Prepares all reports and required documents as related to position.

Accountable for large scale and complicated projects as they relate to the Child Nutrition Department equipment needs district-wide. Requires the ability to analyze complex and detailed information and choose from multiple options.

Develop preliminary sketches or schematics, layouts, details, and assembly drawings. Gather all necessary information needed/requested to develop a final design. May help design prototypes or modifications to existing products or equipment.

Assist with financial analysis and budget preparation as it relates to Child Nutrition new building projects, remodeling projects, equipment, and supply needs.

Compose professional documents to relay complicated yet understandable instructions, training, policies, procedures, science, math, or engineering for use in external or internal dissemination of information, as it relates to position, and as is requested by the Child Nutrition Director.

Investigate and research district-wide equipment and technology needs as they relate to the Child Nutrition Department.

Analyze, interpret, and make recommendations for equipment and technology purchases. Perform analytical comparative studies to assist in district level decision-making relative to Child Nutrition equipment and Child Nutrition technology needs.

Develop a plan, yearly, and provide this to the Child Nutrition Director to establish how a higher standard of food quality, financial stability, and more efficient facilities will be achieved through recommended equipment and technology purchases and replacements.

Provide routine update reports to the Child Nutrition Director on equipment deficiencies across the district.

Use financial, accounting, and budgetary knowledge to assist the Child Nutrition Director in preparing the annual Child Nutrition Budget by providing a report detailing expected expenses as they relate to position.

Make recommendations for equipment maintenance, replacement, and safety procedures. Development a preventative maintenance schedule for the cafeterias, update the schedule routinely, and adjust as needed to ensure equipment and Child Nutrition facilities are maintained properly.

Evaluate conformance with policies, recommend any necessary corrective actions; explain work requirements, methods, procedures, instructions, and regulations to appropriate stakeholders as it relates to position, and as is requested by the Child Nutrition Director.

Provide back-up and oversight, when needed, in the warehouse for order selection, staging, receiving, rotation, inventories, training, and deliveries.

Supervise the Child Nutrition Foodservice Equipment Technicians to include needs related to Child Nutrition financial analysis of equipment needs, cost-benefit analysis for replacement or repairs, obtaining purchase approvals, inventory of parts and supplies, obtaining and gathering information/data for budget analysis needs, and use of credit cards for purchases.

Additional jobs as assigned by the Child Nutrition Director.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor of Science Degree in foodservice, business, or related field with a minimum of 3 years of related experience. Related qualifying experience may be substituted for the degree requirement. Related work experience is a must; or 1 year of experience with a related bachelor's degree may be considered. A+ Certification preferred. ServSafe certified and SNA credentialing or certification a plus. Other previous experience and/or additional education may be considered. Must have valid CDL with Air-Break endorsement or the ability to obtain one and Tow Motor Certification.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Child Nutrition District Equipment Manager. Has general knowledge of cafeteria 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, embers 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. Have 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 able to read, understand and interpret food production reports and related materials.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, 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. Must be able to lift and/or carry weight of twenty to forty pounds.

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 District Equipment 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Child Nutrition District Equipment 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.

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, cafeteria and kitchen 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 minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires 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 considerable stress when confronted with an emergency related to the position of Child Nutrition District Equipment 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

Employee's Munis Number

Date

Date