

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

**Job Title:** Child Nutrition Field Manager

**Department:** Child Nutrition

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

**Job Description**

**Date Reviewed:** January 2023

**Reports To:** Child Nutrition Field  
Supervisor

**Purpose of Job:**

The purpose of this job is to provide supervision of the Child Nutrition Managers, Manager Trainees, and Assistants of the set of assigned schools in the overall efficient operation of the school cafeterias for the ultimate health, comfort, and benefit of the students. Duties and responsibilities include but are not limited to; ensuring school cafeterias follow proper procedures and regulations related to the ordering, receiving, storing, handling, preparation, serving, and sale of food; conducting trainings, interviewing/screening potential candidates for Child Nutrition staffing recommendations by the Child Nutrition Director, providing important documents/reports to key Child Nutrition personnel, maintaining strict confidentiality, and assisting Child Nutrition managers with training staff, disciplinary actions, and overall supervision throughout the regular school calendar, the summer school calendar, and contracted summer meal program(s).

**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 multiple cafeterias and cafeteria employees.

Supervises contracted summer meal staffing, preparation, and distribution.

Ensures contracted summer feeding preparation sight(s) are utilizing the proper centralized menus.

Possess extensive knowledge of all Child Nutrition Department guidelines/regulations, policies, and procedures.

Conduct daily onsite reviews of school cafeterias for the purpose of planning and checking that all cafeterias are following the established centralized menus for school breakfast and lunch programs district-wide to include summer school bridge programs.

While in schools check production records for accuracy and provide training if necessary.

Document all areas needing attention and then follow-up with any training needs with your supervisor.

Assist managers in utilization of grant funding.

Assist and train managers with administrative skills and employee coaching techniques.

Review work schedules with managers and provide oversight in their implementation.

Assist Child Nutrition Managers and Manager Trainees in setting goals and action plans to keep the cafeterias operating efficiently and financially sound.

Identify and recommend areas of improvement within the overall operation of the cafeterias and report these to your supervisor in a timely manner.

Assist managers with communicating with principals, teachers and staff.

Conduct comprehensive onsite reviews as guided by Federal and State requirements for breakfast and lunch and provides documentation of areas of concern to the Child Nutrition Director and Field Supervisor.

Train and assist managers and staff onsite with implementation of marketing and garnishment of items, proper color distribution, and report any areas needing improvement/ training to your supervisor.

Inspect kitchens for proper implementation of HACCP, overall cleanliness, health and safety, and suggest revisions as required by the Food Code to include during the summer school calendar. Additionally provide cafeteria kitchen checks, as necessary, during fall break, spring break, and other days out of calendar for cafeteria managers.

Schedule, conduct, and supervise training classes to include the following but not limited to; proper use of the Food Buying Guide, portion sizes, utilization of standardized recipes, cashiering, offer vs serve, HACCP, production records, promotions and effective utilization of the job journal for all managers, manager trainees, and staff within the Child Nutrition program.

Responsible to oversee and provide necessary training during summer months for any new school cafeteria manager and staff members so they are properly prepared for the new school opening.

Assist the Child Nutrition Support Analyst with marketing and promotional development.

Participate in ongoing professional development training of all employees to further enhance knowledge and skills and stay abreast of changes in guidelines/regulations.

Screen applicants and interview potential candidates for hire with the Child Nutrition Department to include during the summer.

Responsible for following-up on Child Nutrition new hires and substitutes within the district to make sure they are meeting departmental needs and that their needs from the department have been met.

Provide oversight of all employees' hours in the time management system associated with assigned set of schools and approve manager's time within the same system.

Assist with disciplinary actions and steps of staff evaluation.

Work with Child Nutrition Director, Field Supervisor, and Managers to resolve customer concerns relating to the Child Nutrition department.

Evaluate programs, facilities and employees. Give tactful and constructive criticism for the purpose of overall improvement.

Coordinate manager trainee program, all in-services, and monthly manager meetings.

Plan and conduct employee training for the purpose of providing information relative to employment benefits, hours of work, schedules, time-off, general work expectations, and ensuring completion of forms.

Coordinate with district personnel for the purpose of implementing and maintaining services and/or programs.

Implement assigned activities and/or projects (e.g. storage of food and supplies, security of food and supplies, preparation and serving of food, serving lines, cleanup operations for kitchens, USDA regulations, etc.) for the purpose of complying with regulatory requirements and established guidelines.

Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.

Assist and implement creating/updating marketing materials, training materials, departmental procedures, etc. throughout summer calendar. Research and recommend necessary changes in these areas to supervisor.

Oversight of records and reports to ensure they are maintained for the desired timeline.

Promote public interest in and understand the school food service program for the purpose of improving relations with students, principals, teachers, parents and others on resolving issues and concerns.

Work with the Child Nutrition Director and Field Supervisor to plan, organize, and implement annual all employee in-services and awards/appreciation events.

Execute high-level responsibilities for multiple district-wide locations with the ability to maintain excellent time-management and organizational skills.

Implement the chain of command for Child Nutrition.

### **Additional Job Functions**

**Perform other duties as assigned by direct supervisor and/or the Child Nutrition Director.**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required with 5 years management experience in management of a facility. Quantity Food Service education background with some college preferred. Other previous management and or additional education may be considered.

ServSafe Certified- SNA certification preferred

### **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 Field 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.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to \_\_\_ pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**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**