Position Title: Child Nutrition Manager Trainee
Prepared Date: 12/02/2021

JOB GOAL:
A manager trainee will be expected to gain knowledge, perform work, and exhibit a positive attitude with co-workers, students, and customers.

TERMS OF EMPLOYMENT:
Nine and one-fourth (9.25) month (189 days) contract, Pay 802 Grade 04, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.
FLSA: Non-Exempt

QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate required.
2. Willingness to participate in Manager Certification (Part I and II) Program without financial compensation.
3. A minimum of two (2) years successful school child nutrition experience as a full-time child nutrition worker, meal technician, or meal specialist. Evidence of successful work experience food-service production and management preferred.
4. Ability to plan, organize, direct, control, and evaluate all phases of a school food service program; cooperative; tactful; patient; impartial; neat in appearance; punctual; motivated; pleasant; works well with others; ability to accept constructive criticism.
5. Must have computer skills and can demonstrate knowledge of using computerized software for meal accountability. Advanced skills preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Select, requisitions, and maintains inventory of USDA and purchased foods and supplies.
2. Computer literate and able to perform all functions necessary to maintain financial accountability.
3. Prepares work schedules and provides written instructions and procedures for workers.
4. Complies with all district, state, and federal child nutrition policies and regulations.
5. Supervises food preparation and service.
6. Use and maintain equipment and facilities.
7. Maintain computerized records and prepare reports on all phases of school food service programs.
8. Maintain high standards of personal appearance, health, sanitation and safety.
Little Rock School District

JOB DESCRIPTION

9. Supervise receiving and storage of supplies.
10. Substitutes when necessary for either manager or worker positions.
11. Promotes positive attitude
12. Perform all other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.