**Sample Job Description - School Nutrition Manager**

**Essential Functional Areas of Responsibilities**

**Nutrition and Menu Planning**

* Ensures all meals served in the SNP meet current nutritional standards and meal pattern requirements, including children with special need diets.
* Maintains nutritional integrity of the SNP through implementation of Dietary Guidelines for Americans.
* Plans and provides menus that encourage student consumption.
* Establishes leadership role in providing nutrition education as part of the total school education program.

**Program Accountability**

* Maintains integrity and accountability of the SNP through compliance with all federal, state, and local regulations.
* Ensures accountability of recorded documentation for compliance with federal, state, and local regulations.

**Sanitation, Safety, and Security**

* Provides an environment conducive to protecting the health and well-being of the school’s children through high levels of sanitation standards.
* Provides a safe environment for performance of work.
* Provides leadership to ensure a secure work environment during an emergency or crisis.

**Equipment Use and Care**

* Responsible for all foodservice equipment through proper use and care.

**Procurement**

* Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the SNP.
* Operates the SNP to ensure that proper receiving procedures and storage techniques are followed.

**Food Production**

* Applies management principals to establishing and maintaining high standards of control for quality food production and distribution.
* Provides a system for preparing and maintaining records that reflect an accurate report of planned menus, food produced, and food discarded.
* Ensures the SNP creditability through daily monitoring of food production procedures.

**Food Acceptability**

* Maintains an operation that responds to students’ food preferences.

**Service**

* Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
* Provides leadership to ensure school meals will be served in pleasant facilities and by a courteous staff.

**Financial Management and Record Keeping**

* Operates SNP within established guidelines for a financial management system that provides a cost-effective program of high integrity.
* Good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local regulations and policies.
* Organizes and manages the business functions of the school foodservice office to maintain and efficient and effective organization.

**Marketing**

* Implements a marketing plan to create an atmosphere that attracts and pleases students, teachers, administrators, and other school support staff.

**Personnel Management**

* Manages the SNP staff according to all federal, state, and local district employment laws, policies, and regulations.
* Communicates effectively with both supervisor and other employees.
* Creates an atmosphere for employee productivity and satisfaction in the workplace.
* Implements organizational techniques to accomplish job tasks with efficiency and maximum development of human resources.
* Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.

**Other**

* Performs and manages job-related proficiency with the highest ethical integrity.
* Performs and manages with commitment to promote a quality SNP that meets the nutritional needs of the customers served.
* Performs and manages appropriate communication skills with the customers served.