

METROPOLITAN SCHOOL DISTRICT
WASHINGTON TOWNSHIP, MARION COUNTY
8550 Woodfield Crossing Blvd., Indianapolis, IN 46240

POSITION VACANCY

DATE: May 11, 2021
POSITION: Child Nutrition Elementary Manager (2 Openings)
LOCATION: To Be Determined
WORK SCHEDULE: Varies: Shifts are Monday-Friday between 7:00 am – 2:30 pm
STATUS: Salaried
SALARY: \$24,681 annually plus benefits
CALENDAR LENGTH: 191 work days/7 hours a day
CLASSIFICATION: Child Nutrition
REPORTS TO: Supervisor, Asst. Supervisor of Child Nutrition, Production and Service Coordinator

JOB GOAL

The manager is responsible for the efficient planning, organizing and coordinating of the cafeteria's daily operations. Direct and assist personnel in food service operations, preparing and serving quality nutritious meals to students, maintaining monthly inventories, keeping facilities in a safe and sanitary condition, collecting funds for daily meal transactions, processing paperwork, balancing accounts and adhering to accounting practices for monies handled.

QUALIFICATIONS

High School diploma. Minimum two years quantity food prep experience in a school, hospital or restaurant. Valid Driver's license and vehicle as local travel will be required. Become ServSafe Certified.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make sound decisions, deal with stressful situations, and maintain interpersonal relationships in a fast paced environment. Ability to supervise personnel. Working knowledge of the operation of food service equipment and current computer technology. Knowledge of health and safety codes and sanitary principles including HACCP. Some knowledge of administrative and office procedures including record keeping, record preparation, inventory control, money and personnel management. Demonstrate the ability to manage cafeteria functions and personnel, train others, prioritize work, and identify and correct problems. Possess good organizational skills and detail oriented. Knowledge of computers with skills in PC based applications including Word Processing and OneSource (both front and back of house operations). Basic knowledge of methods and techniques for marketing and promoting a meal program. Skills to prepare and serve food in large quantities, maintain inventory control. Learn to operate basic food service equipment and machinery. Be able to learn quickly and adapt to and implement change rapidly. Respond to change in a productive manner. Good character, integrity, adaptability, interpersonal skills and willingness to take the initiative in varying circumstances. Interact and communicate with students, parents, and staff in a professional manner demonstrating tolerance of individual differences, patience, and sensitivity. Demonstrate professionalism through appropriate apparel and work habits, including regular and punctual attendance. Knowledge of federal and state laws, rules, regulations and policies governing child nutrition programs. Ability to provide outstanding customer service and leadership. Possess excellent cash handling skills and knowledge of accounting and bookkeeping principals and be able to work independently.

PHYSICAL REQUIREMENTS

1. Seldom = Less than 25 %

3. Often = 51 to 75%

2. Occasional = 26 to 50 %

4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time (4)
- Ability to carry 25 pounds (3)
- Ability to work at a desk, conference table or in meetings of various configurations (3)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (3)

- Ability to hear and understand speech at normal levels (4)
- Ability to communicate so others will be able to clearly understand a normal conversation (4)
- Ability to operate office equipment (2)
- Ability to reach in all directions (4)
- Amount of force to push / pull up to 15 pounds (4), 25-30 pounds (2), and 50 or more (1)
- Amount to lift 25–30 pounds (3) and 50 or more pounds (1)
- Climbing (4)
- Overhead work (2)

This posting identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The information contained in this posting is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties as assigned.

Those not currently employed by the MSD of Washington Township are asked to complete an on line application through our website: www.msdt.k12.in.us and attach a current resume. Current employees are asked to complete an Internal Application/Transfer Form through our website (double-click on link below) and attach a current resume. This position will remain open until filled.

<https://www.applitrack.com/msdwt/onlineapp/application.aspx?starting=true&isinternal=1&district=>

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