

Child Nutrition Department Head

(Concurrent with Child Nutrition Position)

Chickasha Public Schools

Job Title: CN Department Head
Location: School Building/Central Kitchen
Immediate Supervisor: Child Nutrition Leader
Supervises: CN Department Personnel

Purpose of Position:

To efficiently perform assigned supervisory tasks and assist in the operation of the Child Nutrition Department so a positive school climate can be realized.

Qualifications:

High school diploma or GED
Two years of successful Food Service experience

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none">• Good health and high energy level• Long periods of standing• Ability to reach above shoulder level• Stretching, leaning, and bending• Ability to tolerate a stressful environment• Ability to lift objects weighing 20 lbs or more	<ul style="list-style-type: none">• Ability to follow oral instructions• Ability to understand food labels and concrete instructions• Excellent interpersonal skills• Excellent personal hygiene and cleanliness• Ability to relate courteously with children and adults• Plan, schedule and organize work• Be dependable and punctual• Maintain a positive work environment• Ensure the quality of work as measured against established standards• Maintain confidentiality• Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Child Nutrition Leader.)

- Comply with School Board Policy
- Comply with State Health Regulations and State Child Nutrition Regulations
- Assigns prescribed tasks to workers in the defined department
- Makes sure food ordered is on hand
- Checks menu to plan for the next day's work
- Takes inventory once a week of food items needed for the next week; prepare and turn food order into the Child Nutrition Leader
- Complies with essential job functions noted for Child Nutrition position
- Assists in the preparation of breakfast and/or lunch
- Uses good judgment at all times
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the food service department.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date