

# WASHINGTON COUNTY BOARD OF EDUCATION JOB ANNOUNCEMENT

**Posting Date:** Friday, May 24, 2024  
**Job:** Child Nutrition Program Manager – McIntosh Elementary School  
**Closing Date:** Friday, June 7, 2024 3:00 P.M.

The Washington County Board of Education will accept applications for the position of **Child Nutrition Program Manager at McIntosh Elementary School**. This will be a 9-Month position. The minimum salary will be \$23,936.00 based on a 187 (8 hour) day contract. A complete salary schedule can be obtained by visiting the Central Office in Chatom, AL. **Applications should be submitted in person, by mail, or by email to the Superintendent’s Office at the Washington County Board of Education, Chatom, Alabama.**

## **Job Goal:**

Supervise and instruct kitchen personnel in the safe, proper, and efficient way to plan and serve healthy, attractive school breakfasts and lunches to meet the nutrient standards set by the local, state, and federal authorities.

## **Responsible To:**

Superintendent of Education/Child Nutrition Program Director/Principal

## **Qualifications:**

- The manager shall hold valid high school diploma or equivalent.
- A minimum of 1-year experience as a cafeteria worker.
- Possess experience in operation and use of computer.
- Acquire or possess Serve Safe Certification.
- Exhibit knowledge of financial practices and procedures, including cashiering, bank deposits.
- Effective communication skills.
- Show evidence of effective time management skills.

## **Duties and Responsibilities:**

1. Maintain the highest standards of safety and cleanliness in the kitchen, following the Hazard Analysis Critical Control Plan (HACCP)
2. Check food shipments into the school, sign invoices only after each order has been verified. This duty may, at times, be delegated to another employee; however, the manager will be held responsible for receipt of food shipments.
3. Determine the quantities of each food to be prepared daily.
4. Determine the size of serving to meet the necessary age requirements.
5. Assure that all students are served equally the prescribed positions.
6. Prepare food according to the approved menu, using prescribed recipes and determine if the finished product is of the best quality both in flavor and appearance before it is served.
7. Oversee the locking of the cafeteria storeroom, cooler, freezer and the maintaining of a correct monthly inventory.
8. Order, on a weekly basis, all necessary food and supplies. Abide by current procedures for all items bid. Follow the State procurement Procedures for all non-bid items.
9. Confer with the principal and CNP Director regarding any personnel problems.
10. Maintain proper and professional relationships with students and employees.
11. Maintain an accurate and complete monthly inventory on all food and supplies.
12. Assume responsibility for all money received and deposition all receipts **daily**.
13. Maintain all records as required by the Child Nutrition Program.
14. Report to the CNP Director any faulty or inferior quality food which is received.
15. Supervise the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
16. Assume responsibility for organizing, scheduling, and directing the work of others.
17. Exhibit personal grooming and dress appropriate to food service.
18. Assume any other duties as deemed necessary by CNP Director and Superintendent.

**Applicants must complete all sections of the Classified Application plus the Child Nutrition Program Insert. The forms can be found on the WCBOE web-site at [wcbek12.org](http://wcbek12.org) under Human Resources.**

**Applications must be brought to the Superintendent's Office at the Washington County Board of Education in Chatom, AL. *Applications taken to the schools will not be considered.* Applications will be received in person, through the mail, or through email: [lisa.connell@wcbek12.org](mailto:lisa.connell@wcbek12.org) AND [alisha.singleton@wcbek12.org](mailto:alisha.singleton@wcbek12.org).**

**Incomplete applications will not be considered.**

**Late applications will not be accepted.**

**The deadline for submitting applications is Friday, June 7, 2022, at 3:00 P.M.**

**Additional information can be obtained by emailing:  
[lisa.connell@wcbek12.org](mailto:lisa.connell@wcbek12.org) or [alisha.singleton@wcbek12.org](mailto:alisha.singleton@wcbek12.org).**

NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 123; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 107; Title IX Coordinator- Kyle Richardson 251 847-2401.