

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Field/Warehouse Manager*

QUALIFICATIONS: High School Diploma or GED; Louisiana Department of Education Division of Nutrition Assistance Manager Certification; knowledge of basic food preparation principles and quantity food production; ability to communicate effectively (written and orally), perform simple math functions (add, subtract, multiply, divide, fractions, decimals), and use technology/software programs; minimum of five years of successful experience as a certified cafeteria manager is preferred

REPORTS TO: Child Nutrition Supervisor

JOB GOAL: To assist in maintaining a district school nutrition program to provide nutritious meals and help curb hunger within our school district

SUPERVISES: As assigned by the Child Nutrition Program Supervisor

ACCOUNTABILITY: Performance evaluation annually

SALARY: Field Manager Salary Schedule

TERMS OF EMPLOYMENT: 10.5 - Month

PERFORMANCE RESPONSIBILITIES:

- Teach and train prospective managers and prepare them for state certification.
- Conduct on-the-job training for new managers and clerks.
- Instruct personnel on use of technology, and monitor technology programs and applications as needed
- Diagnose and correct simple technology problems, as needed.
- Randomly, audit physical and perpetual inventories, as needed.
- Conduct annual administrative reviews for USDA Commodities and SFS Programs (National School Lunch, National School Breakfast) at each school, in conjunction with supervisor.
- Determine commodities for each school and compile a list of these items in conjunction with supervisor.
- Place orders with vendors and schedule school deliveries from vendors.
- Review and analyze monthly reports (6's etc.) submitted by managers. Determine

areas of weaknesses and provide assistance, as needed, in the following areas:

- ❖ Operation of computer programs
- ❖ Use of food buying guide and ordering food and supplies
- ❖ Reports and inventory
- ❖ Work production schedules
- ❖ Bookkeeping and accounting
- Train employees in use, maintenance, and safety of equipment, as needed.
- Assist in all parish SFS meetings and workshops, in conjunction with supervisor.
- Keep supervisor informed of problems and issues occurring in schools.
- Assist managers and clerks as needed.
- Be in charge of the central warehouse/inventory
- Copy and distribute all food service forms and information needed by managers
- Receives all telephone calls and visitors for the Child Nutrition Department in the absence of the Food Service Supervisor.
- Deliver supplies to and pick up reports from schools when needed.
- Maintain a current list of substitute employees for the cafeterias.

PROFESSIONAL RESPONSIBILITIES:

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date

