**CNE BOARD OF EDUCATION**
**JOB DESCRIPTION**
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**Title:** **9.01 Lead Nutritionist**

**Reports to:** Food Service Director, Superintendent

**Employment Status:** Full Time; 10 month employee

**FLSA Status:** Non-Exempt

**General Description:** Manages overall lunch program of one school building, and directs jobs of nutritionist worker(s).

**Qualifications:**

- Valid driver's license
- Ability to lift 30 pounds several times throughout the day
- Minimum age of 18 years old
- Required to have Servsafe Level II certification or able to obtain within first year of employment
- Successful completion of BCI/FBI background check
- Experience with school kitchen essentials

**Preferred Skill Sets:**

- Have a belief in education and a concern for children
- Ability to make clear and comprehensive reports
- Willingness to work and assume responsibility, conscientious, develops and improves his/her proficiency
- Good health, moral character, and good attendance record
- Availability to occasionally work evenings and weekends

**Responsibilities:**

- Maintains and completes annual professional development requirements as mandated by the state of Ohio
- Completes all district required training modules by established deadlines as required by board policy
- Handles staff absences by finding qualified replacements in a timely manner
- Trains all staff including new hires on correct food service preparation, distribution, and cleaning procedures
- Oversees daily temperatures checks of freezers and coolers
- FIFO all of our products ensuring that all products are being rotated accordingly
- Maintain inventory of all products

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**Lead Nutritionist**

- Maintain the coolers and freezers in an orderly fashion so that each item has a designated location
- Keeps and completes daily/monthly production sheets
- Menu planning
- Prepares food according to the menu
- Ensures that the food is of the highest quality before and during serving times
- Helps with preparation of weekly/monthly food orders
- Checks food deliveries into the school and verifies the quality and correct quantity before signing off on deliveries.
- Oversees end of day kitchen closing
- Coordinates with school administration to schedule serving times and/or any other areas school nutrition is needed
- Supervises the preparation and serving of all foods
- Supervises the daily cleaning and sterilization of all kitchen equipment and supplies
- Complies with Board of Health guidelines regarding temperatures for cooking, cooling, reheating, and storage of all food products
- Complies with Board of Health guidelines regarding appropriate dress and appearance
- Responsible for reporting any accidents involving students and staff within the kitchen to Food Service Director and/or school administration
- Responsible for reporting any incidents involving students and staff within the kitchen to Food Service Director and/or school administration

**Evaluation Method:** Food Service Evaluation Annually

**Other Duties and Responsibilities:**

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings including keeping a professional social media presence
- Helps instill in students the belief in and practice of ethical principles and democratic values.
- Conduct other duties related to the position as assigned by the Food Service Director or superintendent

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a truck or vehicle under inclement weather conditions
- Occasional interaction among unruly children