

# DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE  
DECATUR, ALABAMA 35601  
www.dcs.edu



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## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: March 20, 2024  
SUBJECT: **CNP Manager Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

### PROFESSIONAL TRAINING CENTER

**CNP Manager – (8 hrs./191 days)**

**OPEN UNTIL FILLED**

Persons interested in the above position should have a completed application in the online application system with the State of Alabama “Teach Alabama.”

A link to the online system, “Teach Alabama,” can be found at the Decatur City School’s website: [www.dcs.edu](http://www.dcs.edu) entitled “Jobs.”

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on “All Jobs.”

Click the “View/Apply” link next to any position for which you wish to be considered, then click the button provided to express interest.

**NOTE:** You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

Decatur City Schools

**JOB TITLE: Cafeteria Manager**

**Three (3) years experience in a Child Nutrition Program.**

**SUMMARY:** Coordinates food service activities of establishment by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Accurately complete and maintain in an organized manner all required Federal, State and local documentation.

Ensures compliance with safety and health standards.

Directs and assists in meal preparation.

Assists in planning school menus. Determines the quantities of food to be prepared.

Inspects food and food preparation to maintain quality standards and sanitation regulations.

Investigates and resolves food quality and service complaints.

Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.

Verifies and generates computer reports.

Supervises the preparation of inventory reports for foods and supplies.

Supervises the processing of free and reduced applications including the verification process. Resolves any discrepancies between school records, local CNP records and district CNP records. Resolves any conflict between parent/guardians concerning free and reduced processing.

Directs and assist in ensuring that wage and labor and district payroll regulations are followed. Monitors leave of employees and obtain substitutes.

Orders, receives and inventories food and supplies.

Trains and evaluates school food service staff.

Operates commercial food service equipment, cutlery and various small utensils and equipment.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises employees in the food service department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS****EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); and three (3) years experience in a Child Nutrition Program. "Point-of-Sale" software experience preferred. Computer knowledge preferred.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Alabama driver's license.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.



The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually very loud.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to sit.

The employee must frequently lift, push, pull, carry, lift and/or move up to 50 pounds. Employee must occasionally move, push, pull, carry, lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color discrimination, depth perception, and the ability to adjust focus. Employee is constantly required to hear.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually at high intensity during lunch periods.

The employee frequently comes in contact with chemicals and hazardous materials.

Able to work in a cold or hot and humid kitchen.

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule T**  
**Child Nutrition Program Managers**  
**191 Days, 8.0 Hours**

Step	
0	30,631
1	31,230
2	31,848
3-11	32,535
12-14	33,980
15-19	34,853
20-24	35,726
25-29	36,599
30	37,471