



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

CHILD NUTRITION PROGRAM (CNP) MANAGER

School/worksite: Based at Central Office to be assigned to schools

Posting Period: April 28, 2025 through May 6, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: May 6, 2025, or until filled

JOB TITLE: CHILD NUTRITION PROGRAM (CNP) MANAGER

QUALIFICATIONS:

1. High school graduate or equivalent (GED) and academic competency in basic skills. Good physical and emotional health including ability to perform duties described in essential functions.
2. Effective interpersonal communication skills.
3. Current health certificate
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal or CNP Coordinator

JOB GOAL:

To carry out the standards of the local, State, and Federal School Child Nutrition Program relating to food preparation, sanitation, and service practices.

CONTRACT: 182 Days

FLSA: Non-Exempt

PERFORMANCE RESPONSIBILITIES:

1. Supervises the entire operation of the unit and all personnel in unit.
2. Trains cafeteria employees.
3. Maintains correct food and money records at all times.
4. Controls food reception, storage, preparation, and serving.
5. Maintains sanitation in all cafeteria areas.
6. Maintains neat, attractive, and orderly kitchen and serving area.
7. Handles emergency situations efficiently and effectively.
8. Maintains high standards in food preparation.
9. Inspects prepared food for palatability and appearance.
10. Performs related duties as required or assigned.

ESSENTIAL FUNCTIONS:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 1. Work in a standing position for prolonged periods of time
 2. Lift and/or carry moderate weight daily (15-45 pounds)
 3. Walk, balance, bend, kneel and reach
 4. Exert adequate force to push/pull at least 40 pounds
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 1. Slippery surfaces
 2. Prolonged periods with hands in water
 3. Approved cleaning chemicals
 4. Common food allergens
 5. Extreme hot or cold temperatures

EVALUATION

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the ***Hartselle City Board of Education Policy Manual***, the ***Students First Act*** and the ***Hartselle City Board of Education Salary Schedule***.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

CHILD NUTRITION	
MANAGER	
187 DAYS	
SCHEDULE F	
	7 HR
RANK:	7
STEP	
0	27,392
1	27,597
2	27,804
3	28,012
4	28,222
5	28,435
6	28,648
7	28,863
8	29,079
9	29,297
10	29,517
11	29,738
12	29,961
13	30,186
14	30,412
15	30,641
16	30,870
17	31,102
18	31,335
19	31,570
20	31,807
21	32,045
22	32,286
23	32,528
24	32,772
25	33,017
26	33,265
27	33,515
28	33,766
29	34,019
30+	34,274