



HOLY FAMILY
CRISTO REY
CATHOLIC HIGH SCHOOL

Child Nutrition Program (CNP) Manager

Job Description

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

We are part of the growing national Cristo Rey Network of 41 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional experience, and spiritual formation.

Position Overview:

The High School Child Nutrition Program (CNP) Manager is responsible for the overall operation of the school's food service program. This role ensures the program provides nutritious, appealing meals that comply with all federal, state, and local regulations. The manager oversees daily kitchen operations, manages staff, controls inventory and costs, and fosters a positive and safe dining environment for students and staff.

Responsibilities:

- Operational Management: Direct and coordinate the daily production and service of meals, ensuring all meals meet USDA nutritional guidelines and are prepared and served efficiently. Maintain a high standard of food quality, appearance, and taste. Manage food safety protocols, including sanitation and temperature logs.
- Staff Leadership: Supervise, train, and schedule kitchen staff. Conduct performance evaluations and provide ongoing professional development. Promote a collaborative and respectful team environment. Address and resolve staff issues promptly and fairly.
- Financial & Administrative Oversight: Manage the CNP budget, including forecasting, purchasing, and cost control. Monitor inventory levels and order supplies to minimize waste. Accurately complete all required reports, including production records, inventory sheets, and financial summaries. Process payments and reconcile daily sales.
- Customer & Community Engagement: Work closely with school administration, students, and parents to promote healthy eating habits and gather feedback. . Plan and execute promotional activities to increase student participation in the meal program. Handle customer concerns and inquiries professionally.
- Compliance & Safety: Ensure strict adherence to all regulations from the USDA, state department of education, and local health department. Maintain all necessary certifications and training. Enforce and regularly review safety procedures for all kitchen equipment and tasks.

Qualifications:

- Education: High school diploma or equivalent is required. An associate's or bachelor's degree in Food Service Management, Nutrition, or a related field is preferred.
- Experience: A minimum of 3-5 years of experience in food service management, with at least 2 years in a leadership or supervisory role. Experience in a school or institutional setting is highly desirable.
- Knowledge: In-depth knowledge of food safety and sanitation regulations (HACCP). Understanding of USDA meal pattern requirements for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Proficiency with inventory and POS software is a plus.
- Skills: Excellent leadership, communication, and organizational skills. Strong problem-solving and decision-making abilities. Proficient in basic computer applications (e.g., Microsoft Office).
- Certifications: Must possess or be able to obtain a Food Manager certification (e.g., ServSafe Manager). Other relevant certifications are a plus.

Note: This job description provides a general overview and may be subject to modifications and additional responsibilities as per the school's requirements.