



**JOB DESCRIPTION**  
**Snack Bar Manager – Child Nutrition**

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The Snack Bar Manager under the direct supervision of the Cafeteria Manager, supervises the preparation and serving of all snack bar items.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year experience in food service, health card when required
- Experience in counting money and preparing bank deposits

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient knowledge of methods, materials, equipment, and appliances used in food preparation
- Effective planning, coordinating, and organizational skills
- Ability to manage and train personnel
- Ability to meet deadlines
- Reasonable degree of proficiency in bookkeeping
- Accuracy in counting money and making bank deposits

**DUTIES AND RESPONSIBILITIES:**

1. Prepares all food and drinks served in snack bar.
2. Takes inventory and orders all supplies needed for snack bar.
3. Trains and supervises all employees working in the snack bar.
4. Prepares all paper work and bank deposits, for the snack bar, daily.
5. Food must be appetizing, have eye appeal and served in a pleasant manner.
6. Must be innovative in preparing fast food items.
7. Keeps snack bar area clean and in order.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate, interpret procedures and data, understand verbal instructions, memorize, read, coordinate, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15 – 44 pounds), sit, stand, walk, climb a ladder, balance, stoop, kneel, pull, push, reach, perform, repetitive hand motions, maintain visual acuity, work inside, be exposed to cleaning chemicals, work with hands in water, work around moving objects and machines with moving parts.

**SUPERVISORY RESPONSIBILITIES:**

Assists with the supervision of the child nutrition workers on the individual campus

**EQUIPMENT USED:**

Standard equipment and appliances used in child nutrition

**Manual Trades Pay Grade: 4**  
**Salary Range: \$9.86 min./ \$12.32 mid./ \$14.79 max.**  
**Days: 190**  
**Wage/Hour Status: Nonexempt**  
**Updated: October 20, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*