**Cleveland Metropolitan School District**

**School Nutrition**

**JOB DESCRIPTION**

**Position**: Project Manager

**Department**: School Nutrition

**Reports to**: Executive Director, Food and Child Nutrition Services

**Salary Schedule:**

**SUMMARY:**

Oversees all aspects of managing the flow of School Nutrition office tasks to ensure efficient operation and timely completion. Acts as a conduit of information within the entire department as well as with key district offices. Works with the Executive Director on projects and other tasks.

**EXPERIENCE:**

* This position requires a 4 year degree and at least two (2) years’ experience managing projects at the department or district level
* Ability to work independently, prioritize work load, and complete assignments in a timely manner
* Microsoft Office Applications (Word, Excel, Powerpoint, access or equivalent)
* Ability to compile, house, extract, filter and report data
* The successful candidate must be highly organized
* Ability to maintain excellent working relationships with co-workers, supervisors, management, and department staff, as well as all District personnel

**RESPONSIBILITES:**

* Managing projects and follow up as necessary
* Managing the flow of tasks to ensure efficient operation and timely completion
* Exercising office team leadership to problem solve problems without Executive Director intervention
* Maintain School Nutrition database of all departmental information which may also include financial records or state reporting.
* Responsible for coordinating pickup of all money received in the Department
* Oversees the collection of accountability records for state and federal audits.
* Maintains all state/ federal reporting state/federal applications and communication with the State office for School Nutrition
* Acts as the communication liaison for School Nutrition including developing marketing and outreach communication
* Updates/ constructs School Nutrition website and social media as necessary
* Oversees daily maintenance of Workday functions
* Coordinates activities of menu management system across School Nutrition functional areas
* Successful candidate will be required to become proficient in all aspects of the current or future menu management system as well as certain Menu Management tasks assigned by the Executive Director.
* Act as a liaison between the department and the menu management system company/representative
* Acts as liaison for all School Nutrition communication within the department and district offices
* Develops presentations for School Nutrition as well as coordinate community outreach functions
* Tracks flow and follow up on School Nutrition compliments and complaints as necessary
* Coordinates School Nutrition Policy and Procedure Manual development and implementation
* Cultivate relationships internally and externally, troubleshoot problems and provide innovative solutions.
* Record, Edit, categorize and host training videos for the School Nutrition Department