

**Pangburn School District**  
**1100 Short St**  
**Pangburn, AR 72121**  
**Phone: 501-728-4511 Fax: 501-728-4514**

**Position: Child Nutrition Manager**

**Posted: 9/15/2020**

**Application Deadline: UNTIL FILLED**

**Reports to: Child Nutrition Director**

**Length of Contract: 210 days**

**Summary:**

To assist the Cafeteria Director and other staff in whichever capacity that is necessary.

**Minimum Qualifications:**

1. Successful completion of state-required child maltreatment and background check
2. High School Diploma or GED Certificate

**Essential Duties:**

- Responsible for assisting the Director in record keeping of district food service accounts.
- Responsible for assisting the Director with state reporting regarding the school's food service programs
- Responsible for preparing, serving, and cleaning of student and staff meals.
- Maintain a professional and confidential relationship with student meal status data.
- Supervise other employees in his/her department when the Supervisor is not present
- Be prepared to handle the duties of the Supervisor when that person is not present or asks them to.
- Willing to accept constructive criticism from administration and director

**Application Process:**

Email the below listed application materials to [pratton@pangburnschools.org](mailto:pratton@pangburnschools.org)

- Submit Letter of Interest & Resume
- Complete PSD employment (download from pangburnschools.org)
- Successful completion of state-required child maltreatment and background check\*

**Items may also be sent in via fax to 501-728-4514 or mailed to:**

**Pangburn School District**  
**1100 Short St.**  
**Pangburn, AR 72121**

\*To complete state-required child maltreatment and background check, go online to <http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks>