

MANAGER I (Nutrition Services)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Coordinator III (Nutrition Services), will manage and direct nutrition programs and services at the school site level; provide on-going support, training; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a resource to District personnel and the educational community concerning nutrition services program processes, nutrition education and appropriate child nutrition dietary needs; and other related functions as required.

ESSENTIAL FUNCTIONS

- Assist in the future direction of District-wide nutrition services operations and programs
- Visit, oversee and manage school site cafeterias to observe meal service operations, provide training, make suggestions and/or provide assistance
- Collaborate with internal and external personnel (e.g. other administrators, health department, state department, cooks, lunch servers, scanners/cashiers, community members, Nutrition Services School Food Authority, etc.) to implement and/or maintain services and programs
- Cooperate with State and County Health Departments to ensure sanitation requirements are met
- Assist in the facilitation of meetings and workshops, etc. to identify issues, develop recommendations, support other staff, and serve as a district representative
- Inspect cafeteria to ensure all health and safety standards are established by the County Health Department, the U.S. Department of Labor, and OSHA are followed
- Maintain equipment to ensure the availability of equipment in a safe operating condition
- Maintain personal health standards (e.g. hair net regulations, safe working shoes, etc.) to set a good example for nutrition services employees
- Assist in monitoring budget allocations, expenditures, fund balances and related financial activities to ensure the allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Participate in meetings, workshops and seminars to convey and/or gather information required to perform essential functions
- Perform personnel functions (e.g. interview, evaluate, supervise, etc.) to maintain adequate staffing, enhance productivity or personnel and achieve objectives within budget
- Plan work schedule for employees and call substitutes to ensure the tasks are completed in a timely and efficient manner
- Prepare reports (e.g. menu production records, food requisitions, satellite records, state reports, accident reports, inspection reports, time sheets, etc.) to document activities, provide written references and/or convey information
- Present information (e.g. budget overviews, status of equipment reports, etc.) to communicate information, gain feedback and ensure adherence to established internal controls
- Recommend new hires, promotions, terminations and transfers to maintain staffing needs and productivity
- Research a variety of topics (e.g. new products, safety/health requirements, laws, regulations, etc.)
- Assist in supervising food preparation, serving, storage and delivery of food to ensure quality standards are met, food remains safe to consume and is delivered to satellite schools on time
- Train assigned personnel to develop professional trade, sanitation and safety awareness skills
- Perform other related duties as assigned to ensure the efficient and effective functioning of the work unit

EMPLOYMENT STANDARDS

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF

- Principles, procedures, methods, techniques and strategies relative to the management of a comprehensive food service program.
- Legal mandates, policies, regulations and guidelines pertaining to a food service program
- Practices, methods, procedures and strategies of management, organization and supervision
- Safe and sanitary work methods and procedures

SKILLS AND ABILITY TO

- Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment
- Ability to be flexible to work independently with others in a wide variety of circumstances
- Ability to work with data utilizing defined and similar processes; and operate equipment using standardized methods
- Ability to work with a diverse group of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment
- Ability to independently problem solve is required to analyze issues and create action plans
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data

WORKING CONDITIONS

- Office and kitchen/cafeteria environment
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 25 to 50 pounds of force periodically to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent.
- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:
 - Completion of a baccalaureate or higher degree with an emphasis in food systems management, food production and/or institutional food management or closely related field.
 - Three to five years of responsible experience in food service production.

LICENSE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's license.
- Food Safety Manager Certification and/or Serv Safe Manager Certification or equivalent

WORKYEAR

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board approved: January 28, 2014

Update: June 18, 2015