

MANAGER (Nutrition Services)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general direction of the Coordinator III (Nutrition Services), will assist in the planning organizing and supervision of the District meal service programs and operations necessary to maintain compliance with state and federal child nutrition program regulations; provide information and serve as a resource to others; and achieve defined objectives by assisting in the planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a resource to others; and complete other related functions as required.

ESSENTIAL JOB FUNCTIONS:

- Assist in the future direction of the District-wide nutrition services operations and programs
- Oversee and manage activities in the Central Kitchen, and provide assistance when needed
- Assist in management of school cafeterias, and contracts for food services
- Assist in planning, organizing, developing, and implementing policies and operational procedures which ensure adherence to District, State and Federal policies, regulations and guidelines pertaining to an effective nutrition services program
- Assist in planning, organizing, and coordinating the preparation and dissemination of State and Federal required school nutrition program reports
- Establish and maintain standards for quality and quantity control, cleanliness and sanitation
- Monitor and evaluate the purchasing, receiving, storage and distribution of food and nonfood items, supplies, materials and equipment
- Assist in planning, organizing, and implementing personnel in-service and orientation training programs
- Confer with and advise site and District personnel and members of the school community regarding food service problems, issues and concerns, and recommend alternative problem solutions
- Direct food service personnel in appropriate courses of action regarding solutions to unusual or unforeseen problems and concerns
- Review, monitor and evaluate the performance of food service personnel
- Direct and coordinate the preparation of food service menus and the use of foodstuffs that are in plentiful supply
- Prepare, or assist in the preparation of, specifications for food service supplies, materials and equipment
- Participate in the testing and selection of new food service products, supplies, materials and equipment
- Inspect school site cafeterias for the purpose of ensuring all health and safety standards are established by the County Health Department to ensure food safety and sanitation requirements are met
- Conduct annual mandatory program site reviews to maintain compliance and program integrity
- Plan, organize, develop and maintain a data management, storage and retrieval system
- Plans, develop and implement a preventative maintenance program for food service facilities and equipment
- Participate in budget planning, and in developing, implementing and maintaining inventory and expenditure control procedures
- Meet and communicate with school and community groups to gain input and promote the nutrition services programs
- Drive to and from food service facilities
- Maintain specific nutrition services reports (Personal Activity Reports (PAR's), production and transport records)
- Perform other related functions as required

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 working methods and procedures

SKILL AND ABILITY TO:

- Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive food service program
- Assists in the direction and coordination of the preparation of menus that create a balanced and nutritious diet for children of various age levels
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal accountability controls
- Establish and maintain cooperative organizational and community relationships

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
- 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 emphasis in Food and Systems Business Management, institutional food management, dietetics, or a closely related field
 - Two to five years of responsible experience coordinating and directing a comprehensive food service program, two years of which must have been in a school district or large commercial operation

LICENSE REQUIREMENT:

- Possession of a valid California Motor Vehicle Operator's license
- ServSafe Foodservice Manager's Certification or equivalent food safety certification from a reputable organization

WORK YEAR:

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 adopted: September 1999

Update: June 11, 2013

Update: June 18, 2015