



For the future of every student

## **CLASS TITLE: Food & Nutrition Services Operations Manager**

### **BASIC FUNCTION:**

Under the leadership and supervision of the Director of Food & Nutrition, assist in coordination of District-wide food service operations and assure all programs meet applicable federal, state and local requirements. Offer support and problem solve issues at school site kitchens by offering necessary training and oversight. Train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinate a variety of activities in support of the operations of the Food and Nutrition Services Department for the purpose of meeting district operational needs and ensuring compliance with district, state and federal regulations.

Assist supervising department functions (e.g. hiring/termination recommendations, planning/scheduling/coordinating activities, training, advising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Implement department goals, policies and procedures; provide technical support to all site staff. Supervise and evaluate the performance of assigned personnel; assure employee understanding of established requirements.

Plan and implement all menus ensuring compliance with nutritional guidelines; monitor, update and implement nutritional information and special diet plans for students.

Analyze food service operations including food assembly steps, recipe development, food preparation and handling techniques, work flow processes and warehouse ordering, inventory and distribution of goods.

Prepare and maintain a variety of records and reports including meals per labor hour, meal count verifications, cost revenue analysis, inventory and operational reports.

Manage the absence-reporting system; train and assign substitute employees. Cover in the position of Director or school site manager when necessary.

Monitor sites for compliance with District site plan and National School Lunch Program (NSLP) regulations.

Review and update department procedures as needed.

Conduct periodic inventory inspections of kitchens and district warehouse.

Communicate effectively with other administrators, personnel, vendors, students, parents and outside organizations regarding food service needs, policies, procedures and related issues. Resolve issues and conflict in a professional manner.

Ability to operate point of sale (POS) system; operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Provide technical expertise and information to the Director regarding food service operations; advising of unusual trends or problems and recommend appropriate corrective action.

Manages activities and operation of the food and nutrition department for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.

May research, interpret and apply knowledge of legislation pertaining to food and nutrition activities for the purpose of ensuring District compliance with related federal, state and local laws, codes, rules and regulations within the department.

Operates a variety of office equipment including a computer and assigned software.

Attend and conduct various meetings as assigned; present information and materials concerning food and nutrition services, and related issues, needs and activities.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organizing, and operations of a large food service program.

Specialization in principles and practices of nutrition science, quality and quantity food preparation and service, pricing and portion controls, food ordering and storage, food handling techniques, and the laws and regulations governing school nutrition.

USDA foods purchasing and procurement principles; practices and procedures.

Nutritional requirements of all student age groups and menu preparation.

Well-developed and professional oral and written communication skills.

Sufficient human relations skill to conduct in-service education, review performance, resolve conflict and establish a positive work climate.

Interpersonal skills using tact, patience and courtesy.

Operation of a POS system, computer and assigned software.

##### **ABILITY TO:**

Learn, apply and interpret all policies, procedures and operations of the District food and nutrition services department.

Assure food service programs and menus comply with all applicable Federal, State, and local standards.

Plan, organize and coordinate the work of site staff.

Supervise and evaluate the performance of assigned personnel.

Establish and maintain cooperative and effective working relationships with others.

Identify and respond to issues, concerns and needs of site-based personnel.

Analyze situations accurately, identify solutions, project consequences of proposed actions and implement recommendations in support of department goals.

Observe health and safety regulations.

Communicate effectively both orally and in writing

Prepare clear, concise and accurate reports.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Maintain a variety of reports, records and files related to assigned activities.

Operate a computer and assigned office equipment.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to an Associate's degree from an accredited college in restaurant management and food service, business administration or a related field, and 3 years of increasingly responsible food service experience that includes two years of supervisory responsibility. Additional qualifying experience may be substituted for some higher education on a year for year basis. Related experience working in a public school environment desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- Requires a valid California Food Safety Certificate; employees must fulfill certification requirements within six months of employment in a regular position. Knowledge of the National School Lunch Program required; industry sponsored training programs may substitute for this requirement.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.