

Oak Grove School District

JOB TITLE: **Child Nutrition Services (CNS) Manager**

Salary Range: G(16)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To work in conjunction with district's management consultant, under the direction of Chief Business Officer, in the planning, coordinating, and directing food services operations of the district; recommends assignments, trains and evaluates cafeteria personnel; is responsible for monitoring food service programs, equipment, customer service and training and do related work as required.

TYPICAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Uphold the values and mission of OGSD by providing outstanding service.
- Supervise and direct the district-wide food service program in conformance with Federal and State regulations and school district policies.
- Coordinate the organization, staffing, and operational activities for the Food Services Unit including preparing menus in accordance with dietary requirements, and promoting the National School Lunch Program (NSLP) to schools.
- Travel to school sites to conduct site observations; monitor operations and services; evaluate organization and sanitation of facility; monitor compliance to state, federal, and local regulations; and determine equipment and supply needs.
- Supervise and coordinate the cleaning of food preparation equipment and facility to ensure that the food preparation center is maintained in an orderly, clean, safe, and sanitary condition.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the Food Services Unit; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate, and evaluate Food Services Unit personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline as needed.
- Direct, coordinate, and review the work plan for Food Services Unit.
- Develop and implement marketing programs to meet customer needs and improve financial performance.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; and implement improvements.
- Participate in the development and administration of the food services program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate the services provided by the Food Services Unit with those of other divisions and outside agencies and organizations.
- Prepare various menus in accordance with dietary requirements for the national school lunch program (NSLP) and Department of Education (CDE), along with United States Department of Agriculture (USDA) regulations; establish new items for menu varieties as needed.

TYPICAL DUTIES (continued)

- Prepare food service agreements and contracts as required; compose correspondence and maintain appropriate records and documentation.
- Maintain portion control standards.
- Establish guidelines for menu planning.
- Promote the NSLP to all schools.
- Train school site staff on food preparation, packaging, and delivery processes, and NSLP regulations to ensure compliance with program requirements.
- Ensure compliance with various State and Federal rules and regulations on food services for student and adult programs.
- Participate in the testing of new products and equipment.
- Coordinate and oversee various catering activities with internal groups and outside organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of food services.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- Perform related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Successful Job Performance Requires Knowledge of:

- Standards of excellent service.
- Operational characteristics, services, and activities of a public school food services program.
- Operation and management of adult cafeteria and catering program.
- Procedures and equipment used in ordering, and purchasing in quantity including surplus and commodities.
- Health and sanitation requirements
- California state laws related to food service operations.
- Modern and complex principles and practices of food service management.
- Principles of nutrition and food and menu preparation.
- Special dietary needs and nutrition components.
- Principles of budget preparation and control.
- Principles of recordkeeping.
- Principles of supervision, training, and performance evaluation.
- National School Lunch Program rules and requirements.
- Modern cafeteria and kitchen equipment.
- Cash receipts audit requirements, safety, and security.

Ability to:

Successful Job Performance Requires Ability and Skill to:

- Manage and coordinate the work of food services personnel.
- Select, supervise, train, and evaluate staff.
- Analyze situations and make sound independent decisions.
- Interpret and explain food services policies and procedures.
- Prepare menus in accordance with dietary requirements and nutritional value.
- Use excellent written skills to compose correspondence and maintain appropriate records and documentation; prepare clear and concise reports.

- Communicate clearly, effectively, and concisely in the English language, both orally and in writing.
- Use and maintain institutional kitchen equipment and utensils, operate cash register, and maintain appropriate records and documentation.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read and comprehend data relating to scope of work, read and understand instructions and safety information for equipment, menus, recipes, and labels on food packages and cleaning.
- Marketing and social media.
- Proficient in the use of Microsoft and other software and email.

MINIMUM QUALIFICATIONS

- Compliance with USDA HHFKA, Professional Standards, http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf
- Perform math in order to accurately maintain records.
- Memorize to recall facts, figures, codes, instructions, and information, and to complete tasks in a timely manner.
- Concentrate under pressure to perform tasks and meet deadlines.
- Successfully interact, communicate with, and maintain effective relationships with supervisors, co-workers, members of the community, and other county agencies.
- Independently respond to numerous requests and deadlines; prioritize assignments.
- Meet accuracy and productivity requirements to perform the required tasks of this position.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be:

- A combination of training, experience, or education equivalent to graduation from college or a technical school with a degree in foods and nutrition, culinary arts, dietetics, or business administration.
- Three years of progressively responsible experience in food service in nutrition work, preferably including work in California public schools, including positions requiring contact with the public, judgment in following directions and making decisions in the absence of the supervisor, including one year of supervisory or management experience.
- Coordinate and work cooperatively with those contacted in the course of work, including administrators, teachers, students, and the general public.
- ServeSafe certified.
- Possession of a valid California driver's license.
- The District may, in its sole discretion, substitute extensive or unique experiences, for any required employment standard.

DESIRABLE EXPERIENCE

- Five years of experience with a large institutional food service operation, of which at least three years should have been in a supervisory capacity in a school district.
- Restaurant experience.
- Formal training in a food preparation school/program.
- Registered Dietician, Certified Chef, or equivalent.
- Active in local or state, nutrition related groups or associations.

WORKING CONDITIONS

ENVIRONMENT:

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work done primarily on concrete floors

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying pushing, or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting carrying, loading and unloading of foodstuffs (25-50- pounds)
- Moderate to high stress
- Perform the essential functions of the job and operate all required equipment including standard office equipment and kitchen and food preparation equipment, i.e., food processor, food mixer, food slicer, convection oven, cook range, grill, brazing pan, deep fryer, can opener, tray sealer, coffee maker, dishwasher, clothes washer and dryer, and cash register.
- Travel countywide to a variety of sites within a reasonable time frame.
- Reach from waist to, at, or above shoulder level; bend stoop, push, pull, grasp, squat, twist, and kneel as needed.
- Lift and carry up to thirty (30) pounds.
- Communicate and exchange information successfully in person, via e-mail, any by telephone.
- Please note that some locations may have stairs and may not have elevators.

HAZARDS:

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around knives, slicers, or other sharp objects
- Exposure to cleaning chemical and fumes

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Board Approved
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