TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Manager of Child Nutrition and Warehouse **CLASSIFICATION: Classified Management**
DEPARTMENT: Business Services

DESCRIPTION OF POSITION

Under the general supervision of the Chief Business Officer, plans, organizes, controls and directs the operation and activities of the Districts Child Nutrition and Warehouse Departments; coordinates departments activities with other District functions; supervises and evaluates the performance of assigned personnel. This position also performs general clerical duties of typing, posting, filing, typing of letters, memos and other related documents in support of the above activities.

REPRESENTATIVE DUITIES

- Plan, organize, control and direct the operations and activities of the Child Nutrition programs and school cafeterias, including policy and procedure development, nutrition, sanitation, purchasing, safety, mean services and accounting functions; monitor and visit sites for compliance with applicable law, coded, rules and regulations
- Direct the implementation of the National School Lunch Program, National School Breakfast Program, Summer Food Service Program, Snack Program and a la carte food service according to federal, State and local laws, rules and regulations.
- Manage and oversee Warehouse operations and activities, including the District's mail delivery system; assure effective and efficient workflow, timely acquisitions and destitution of materials, equipment, food products and supplies.
- Train supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Develop and maintain high standards of food preparation and service with an emphasis on customer appeal, customer service, food safety, nutrition standards, meal program requirements and financial position.
- Direct the preparation and maintenance of a variety of records, reports and other documents related to Child Nutrition and Warehouse operations, personnel, finances, sales and inventory; develop and meet departmental goals and plans based on the District strategic plan and priorities; develop marketing plans to increase participation in meal programs.
- Manage semi-annual, annual and multi-year Child Nutrition audits initiated by local, state and federal agencies. Including serving as lead point of contact with visiting officials and assuming ownership of all Child Nutrition processes and procedures examined in audit processes.
- Collaborate with and present to parents and the community about the Child Nutrition program; communicate with administrators, District personnel and others to coordinate activities.
- Plan, develop, prepare and evaluate menus for the Child Nutrition program, testing ingredients, procedures and products; train staff on preparation and service of successful products; plan and oversee catered events.
- Analyze and determine the need for types and quantities of food, supplies and equipment; meet with manufacturers brokers and vendors; attend conferences and food shows; direct and coordinate the procurement of food, supplies and equipment; review bids for purchase of food, supplies and equipment; recommend contracts for Board approval.
- Develop and prepare the annual preliminary budgets for the Nutrition Services and Warehouse Departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

- Assure sound fiscal management practices; evaluate financial forecasts and analyze food and labor costs to assure efficient and cost-effective operations; recommend adjustments in meal pricing and determine supplemental sales and prices using cost data and income and expense projections.
- Determine standards for efficient and sanitary practices in food preparation and service; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies to minimize waste.
- Develop and implement long and short-term goals and activities designed to develop assigned programs and services; administer the Child Nutrition and Warehouse employee training programs operate and maintain commercial kitchen equipment and utensils.
- Represent the District and the Child Nutrition and Warehouse Department at a variety of meeting, seminars and conferences; conduct Inservice meetings with staff
- Operate a computer, assigned software programs, and other office equipment in the execution of duties; monitor maintain and recommend food service software programs and hardware in cooperation with the Technology Department and applicable vendors.
- Provide technical expertise, information and assistance to the Child Nutrition Leads the Chief Business Officer regarding assigned functions; advise superiors of unusual trend or problems and recommend appropriate corrective actions.
- Oversee distribution, collection, processing, verification and maintenance of free and reduced-price meal application, policies and procedures.
- Evaluate and project facility and equipment needs; plan kitchen layouts during construction and remodeling projects.
- Perform related duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Requires Knowledge of:

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- District Child Nutrition programs, operations and activities
- Warehouse functions, procedures, practices, methods, maintenance and regulations.
- Nutrition's, food values, food combinations, economical substitutions and menu planning.
- Use and care of manual and mechanical food processing equipment.
- Commercial kitchen equipment, utensils and measurements.
- National School Breakfast and Lunch Programs
- Effective practices and control.
- Health and safety regulations
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.

Hazards:

Heat from ovens; exposure to very hot food, equipment and metal objects; working around knives or other sharp objects.

Other Qualifications:

Must successfully pass the Districts' pre-employment fingerprinting, TB testing and mandated trainings.

Requires Ability to:

- Plan organize, control and direct the operations and activities of the Districts Child Nutrition and Warehousing programs.

- Accept and carry out responsibility of direction, control and planning.
- Analyze and develop efficient and effective Child Nutrition and Warehouse operational methods and procedures.
- Demonstrate appropriate cooking, baking, serving and cleaning methods and techniques
- Train and supervise the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Assure compliance with health and safety regulations.
- Prepare budgets and approve budget expenditures.
- Evaluate food products, supplies and equipment.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Applicable laws, codes, regulations, policies and procedures.
- Meet schedules and timelines.
- Plan and organize work and meet established schedules and timelines
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Operate a computer, relevant software and programs, and assigned office equipment.

Experience:

- Any combination equivalent to Bachelor's degree, Associates degree or equivalent experience, with major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field OR bachelor's degree in any academic major with state- recognizes certification for school nutrition directors Or Bachelor's degree in any academic major with at least five years' experience in management of school nutrition programs and experience working in and/or leading and managing warehouse operations.

LICENSES AND OTHER REQUIREMENTS

- Valid California Drivers License.
- Valid Serv-Safe Certification

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 10 pounds of force to push, pull, drag, or otherwise move objects.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, enter data into a computer, move about the work area, and move around the work site.
- Liftin moderately heavy objects, sitting or standing for extended period of time; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies.

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.