



SAN MATEO UNION HIGH SCHOOL DISTRICT

AFSCME CLASSIFIED JOB DESCRIPTION

JOB TITLE: STUDENT NUTRITION OPERATION MANAGER

REPORTS TO: Director of Student Nutrition

SITE: District Office

CLASSIFICATION: AFSCME Classified Management

WORK YEAR: 222 Days

SALARY: AFSCME Salary Schedule – Range VII

APPROVED BY THE BOARD OF TRUSTEES: June 27, 2023

JOB SUMMARY:

Under the general supervision of the Director of Student Nutrition, provide leadership and assist in administering the Student Nutrition Program throughout the San Mateo Union High School District. The Student Nutrition Operations Manager will oversee Student Nutrition daily operations, compliance with mandated health requirements, and communicate with the Director of Student Nutrition, principals, and student groups at all schools concerning questions about the program and its quality.

ESSENTIAL FUNCTIONS

- Assist in the direction of daily student nutrition service operations.
- Visit schools on a daily basis to monitor compliance with standards, assess training needs, and implement actions for improvement.
- Supervise, review, and assist with the evaluation of Student Nutrition staff.
- Assist student nutrition workers with food preparation and serving as needed.
- Participate in state and federal program audits and regularly check sites to make sure programs are meeting state and federal requirements.
- Inspects cafeterias for cleanliness and conformity to established operating procedures.
- Assist in the preparation of menus and checks dietary balance and nutritional adequacy.
- Recommend the purchase of new equipment and replacement of equipment.
- Check the quality of student nutrition services.
- Distribute and utilize foods secured from subsidy programs appropriately.
- Assist with providing for and assumes data collection for bookkeeping and financial analysis for revenue and expenses as required by the Director of Student Nutrition to assist with reporting of cafeteria funds.
- Manage, prepare and oversee catering events.
- Oversee District's summer school program.
- Generate a variety of administrative reports.
- Monitor sites for compliance with sanitation code and food safety standards.
- Assist in recruitment, hiring and onboarding of new employees and trainees in conjunction with the Director of Student Nutrition.
- Assess training needs and conducts ongoing regular training.
- Be accountable for the execution of standards, policies, and procedures.
- Monitor employee work assignments, schedules, and adherence to policy and procedure.
- Assist in collaboration with District personnel, administrators and outside organizations to coordinate student nutrition programs, resolve issues and conflicts and exchange information.
- Assist in analyzing the student nutrition service operation and recommend actions to improve efficiency, customer service, and nutrition.
- Establish and maintain cooperative working relationships with Student Nutrition employees, custodians, administration, teachers, students, parents and community members.

- Perform other duties as assigned.

QUALIFICATIONS:**EDUCATION/TRAINING EXPERIENCE**

- Must possess any combination equivalent to: bachelor's degree in institutional food management, nutrition or related field
- Minimum 3 years of increasingly responsibility in institutional or commercial quantity food service operation including one year in a supervisory capacity.

KNOWLEDGE OF:

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- Student nutrition programs, operations and activities.
- Nutrition, 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 Program requirements including nutrition education.
- Banquet planning, preparation and service.
- Principles and practices of supervision and training.
- Health and safety regulations.
- Applicable laws, codes, regulations, policies and procedures.
- Labor laws, labor union contracts and human resource management.
- Interpersonal skills using tact, patience and courtesy.
- Modern technology, operation of computers, technology and assigned software including Microsoft office products and student nutrition nutrient analysis software.

ABILITY TO:

- Maintain high level of customer service throughout the department.
- Manage employee by providing positive and constructive feedback to employees, reward, coach, correct and motivate.
- Maintain knowledge of policies and regulations pertaining to Student Nutrition programs.
- Assist in implementing a district-wide school nutrition program
- Work productively and effectively in fast paced, stressful, demanding, and/or ambiguous work environment.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees
- Maintain confidentiality of information while working.
- Interpret, explain and apply regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare clear, accurate and effective reports, correspondence and other written materials.
- Develop and maintain effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Prepare reports, presentations, materials, and present in group settings.
- Work independently under general supervision.
- Establish and maintain cooperative and effective working relationships and interpersonal skills with others using tact, patience, and courtesy.
- Evaluate, recruit, supervise and lead staff and trainees.
- Utilize technology effectively.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to sit, stand or walk for long periods of time.

- Ability to read fine printed materials and computer-generated information and data, as well as computer terminal displays.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to write legibly, operate a computer keyboard, and to use standard office equipment and supplies.
- Ability to lift, reach with hands and arms, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Ability to perform the work, such as walking, standing, bending, lifting and carrying of light items.
- Ability to move, lift and/or carry up to 50 pounds.
- Ability to tolerate moderate noise level in working environment.
- Ability to tolerate exposure to temperature extremes from zero degrees to 85 degrees.

LICENSES/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.
- Must be able to drive a vehicle to conduct work.
- Valid Serv-Safe Certificate.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.