

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: NUTRITION OPERATIONS MANAGER

BASIC FUNCTION:

Under the direction of the Director of Food Services, train, supervise and evaluate the performance of assigned personnel and coordinate food services programs by planning, organizing and directing operations and activities of the central kitchen and all schools. Develop, plan and prepare menus and menu specifications, establish and monitor quality control procedures to ensure sanitary and safe food preparation to meet student acceptability and USDA and State guidelines; perform nutritional analysis and cost studies of proposed menu offerings and menus for special dietary needs and perform other related duties as assigned.

REPRESENTATIVE DUTIES:

1. Supervises food service programs, schedules work, evaluates staff performance, and provides support to the Food Service Supervisors and the Food Services Director.
2. Assists in developing, evaluating and testing district menus, serving guides and recipes with the intent of recommending innovative menu items to students that meet nutrition, USDA and State guidelines and promotions.
3. Evaluates nutritional content and performs cost analysis of menu items to develop specifications for food items to be purchased.
4. Work directly with kitchen staff regarding food preparation procedures and requirements.
5. Assists with training staff on standardized recipes, meal patterns, portion control, and production factors that meet Federal and State menu compliance.
6. Organizes and performs food demonstrations and taste testing with stakeholders.
7. Advises food service staff, faculty, nurse, and administrators on meeting dietary needs or restrictions and ensures meals are provided to students with special dietary needs, including food allergies and medical conditions.

8. Communicate with administrators, school sites, personnel, outside agencies and vendors to resolve issues and conflicts, exchange information, and serve as a technical resource on matters of food services for students, parents, teachers, and others.
9. Obtain and provide information for the evaluation of specifications and contacts for food products, equipment, operating systems and kitchen layouts in assigned areas.
10. Assists with the use and participation in the USDA commodity program to ensure entitlement is properly utilized in the menu planning process.
11. Investigate and resolve all complaints and issues related to food service operations within the department as assigned.
12. Collects data, prepares and maintains a variety of records, including menu production worksheets, product specifications and cost data reports, and creates presentations and reports.
13. Work directly with kitchen staff regarding technical assistance with the Point of Sale technology and other related technologies.
14. Serves as a representative of the Food Services Department at meetings, and may serve as a liaison to other departments.
15. Drives to and visits all schools.
16. Attend meetings and training workshops as assigned.
17. Perform other related duties as required or assigned.

SUPERVISION:

In charge of the department in the absence of the Director of Food Services. General supervision is exercised over the work of food service employees such as Delivery Drivers, Food Program Manager, Site Supervisors, Satellite Cafe Food Service Assistants, Food Service Assistant III's, and Food Services Assistant I's.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Federal, State and District, laws, codes, rules and regulations related to school meals and child nutrition

Health, sanitation, and safety regulations pertaining to the handling and storage of foods and operation of a central production kitchen

Principles and practices involved in organization and management of food production facility

Methods and technology of quantity food production cooking and baking foods in large quantities

Food production costs and price, portion and quality assurance and control methods to be able to adjust and extend recipes for large quantities

Operation of commercial kitchen equipment and office equipment

Record keeping techniques

Oral and written communications skills

Supervision and training techniques

Interpersonal relations skills using tact, patience and courtesy

Proper methods of receiving and storing food, equipment and supplies according to health and safety standards

Math, cashiering, and basic accounting methods

Microsoft Office

Ability to:

Learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District

Commit to Los Alamitos Unified School District's mission, vision, and priority goals

Passion for working with children; ability to motivate and support staff in reaching high levels of academic success

Problem-solve and think critically

Work independently within a framework of multiple and complex regulations

Motivate, supervise and train others in the preparation of food in large quantities, following standardized recipes

Coordinate menu planning approaches for school food services

Prepare, cook and bake food in large quantities

Develop, test, adjust and extend recipes according to established procedures

Operate commercial kitchen equipment and utensils safely

Plan and organize work to meet schedules and timelines

Maintain a variety of records and prepare reports

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

Work independently with little direction

Train and provide work direction to personnel
Make arithmetic calculations quickly and accurately
Attend meetings and workshops as assigned
Operate a computerized point of sale system
Adhere to all health and safety regulations
Evaluate situations, analyze and adopt an effective course of action
Complete work with many interruptions

EDUCATION:

A bachelor's degree in food services management, hotel and restaurant management, business management, nutrition, culinary or a related field is preferred.

EXPERIENCE:

Four years of progressively responsible experience in preparing food in a large-scale food service operation including one year of supervisory experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid "ServSafe Food Protection Manager Certificate", issued by the National Restaurant Association or equivalent by time of hire.

Valid California Class C Driver's License at time of appointment and throughout employment.

Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

Personal transportation for job-related travel throughout the district.

WORKING CONDITIONS:

Working in a variety of office, kitchen and cafeteria locations throughout the district; exposure to a wide range of temperatures; regular use of computers; driving a vehicle to conduct work; intermittent sitting, standing, and walking.

SALARY RANGE: 93

ADOPTED BY PERSONNEL COMMISSION: June 5, 2024

ADOPTED BY BOARD OF EDUCATION: June 11, 2024