



## JOB DESCRIPTION

### Nutrition Service Manager

<b>Reports to:</b>	Executive Director, Administrative Services	<b>Employment Group / Salary Range:</b>	Classified Management
<b>Dept:</b>	Nutrition Services	<b>FLSA:</b>	Exempt
<b>Annual Workdays:</b>	261	<b>Formal Review Date: Board approval date:</b>	4/14/23 5/01/23

### PRIMARY FUNCTION

Under direction, plans, organizes, manages, and coordinates the Nutrition Services department responsible for school food service operations; ensures the Nutrition Services program complies with all child nutrition program requirements; manages and participates in the development and selection of menus and in food purchase, preparation, storage, sales and service; manages the day-to-day operations of school food service production operations; and performs related duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- Plans, organizes, manages, integrates and evaluates work of the District's Nutrition Services department operations; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; responds to grievances; approves overtime/compensatory time and accurate reporting of absence time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with established procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives, and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.

- Directs the establishment and maintenance of all procedures required for the operation of school cafeterias to meet standards of quality and comply with federal, state and county regulations, District rules and the California Education Code as it relates to Child Nutrition Programs.
- Ensures that kitchen and cafeteria work sites are maintained and operated in a safe and sanitary manner; submits work orders for needed maintenance and repairs; monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines; ensures employees are trained on safe equipment operation and safety protocols.
- Presents and/or publicizes the objectives of the Child Nutritional Program to the District staff and the community; provides nutritional information related to the school lunch program for students of various age groups and ensures school programs meet requirements.
- Plans, organizes, and supervises the expenditures for food, time, labor and other operating costs at all food service sites; participates in the procurement of goods and services; tests, samples and recommends new products; determines product selection and specifications; participates in selecting vendors and suppliers.
- Reviews and monitors monthly financial reports and implements changes as needed to keep each kitchen and cafeteria within budget; reviews, maintains and prepares necessary records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets and production reports.
- Serves on committees and may represent the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

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

A bachelor's degree (BA/BS) in nutrition, dietetics, institutional management or a closely related field, and three years of professional experience in quantity food service, nutrition, dietetics, school nutrition programs or nutrition education programs, including at least one year at the full supervisory level; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles, practices, concepts, and techniques used in child nutrition and food service operations in a K-12 educational environment.
- Methods and materials used in preparing and serving food.
- Sanitation and food safety practices and procedures related to storing, preparing, and serving food.
- Principles and practices of public administration including budgeting, purchasing and maintenance of public records.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance, and advancement.
- Applicable federal, state, local and District laws, rules, and regulations including child nutrition and food service operations.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

- Plan and manage the employees and activities of the Nutrition Services Department.
- Manage and direct a complex food service operation with multiple work locations.
- Plan and organize a program for maximum efficiency, utilizing sound business practices.
- Develop and establish procedures and controls to ensure compliance with standards of quality, laws, rules and regulations governing food service operations in schools.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex child nutrition and food service issues.

- Work collaboratively with District directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively orally, make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with internal and external stakeholders.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion. The employee regularly works in kitchen and cafeteria environments where the noise level is usually moderate. The employee occasionally works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***