

# CARDIFF SCHOOL DISTRICT

## NUTRITION SERVICES MANAGER

### **DEFINITION:**

The Nutrition Services Manager, under the general direction of the Chief Business Officer, plans, organizes, directs and is responsible for the efficient operation of the District food services program, and performs other duties directly related to this position.

### **DUTIES:**

- Plans, directs and supervises all aspects of the food services program, from food preparation in the District central kitchen to the satellite kitchen.
- Develops, establishes and maintains quality standards for nutritious, appetizing meals by using the healthiest ingredients possible.
- Supervises the instruction, training, and evaluation of all food service personnel and is responsible for the screening, interviewing and recommending for hire all food service department vacancies.
- Maintains and ensures efficient and sanitary practices in the storage, handling, preparation and service of meals, and oversees cleaning of facilities.
- Initiates necessary requisitions and purchase orders, plans and prepares menus utilizing quality, low-cost products as they become available to the District and with the school garden and local organic providers.
- Monitors government policies, rules and regulations related to school food services.
- Prepares state, federal, and financial reports, operational schedules, budgets, and correspondence as necessary.
- Continually monitors and reviews methods and practices, recommends and demonstrates changes to reduce costs where feasible, conducts regular staff meetings to review menus and operational procedures.
- Maintains an accurate inventory of foods, supplies and equipment.
- Attends and participates in District and other assigned meetings as needed

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles and methods of quantity food service preparation, serving and storing
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary, and basic math
- Standard kitchen equipment, utensils and measurements
- Knowledge of health and safety regulations and proper storage of perishable items and supplies
- Operation of a computer and assigned software.
- Inventory techniques

#### **Ability to:**

- Ability to encourage and direct appropriate, desirable nutrition through educational programs/services for students
- Ability to produce an attractive, informative menu for parents
- Understand and communicate effectively both orally and in writing
- Learn and apply rules and policies; exercise good judgment in routine situations and under stress
- Maintain a safe, clean and orderly environment
- Work well with students, school staff, parents and others
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness

- Operate a computer, associated software and assigned kitchen equipment
- Work independently with little direction
- Create healthy new menu items

### **LICENSES AND OTHER CERTIFICATIONS:**

Food Service Handler certificate. A valid California driver license and proof of automobile insurance is required at the time of appointment. Must have Food Safety Certification.

### **EDUCATION/EXPERIENCE:**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent and three years increasingly responsible food service experience, including ordering, menu planning, and the scheduling and supervision of food service staff.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk or hear; and taste and smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

Food service environment; subject to heat from ovens.