



JOB DESCRIPTION

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| Job Title | Food & Nutrition Services Manager |
| Department | Food & Nutrition Department |
| Reports To | Food & Nutrition Director |
| Classification | Non-Affiliated |
| Location | District |
| Salary | On Schedule |
| Length of Contract | 207 Days |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Food & Nutrition Services Manager directs the overall operation of a multi-site food service program, including a food production/distribution kitchen and designated satellite kitchens responsible for serving daily meals to students. The Food & Nutrition Services Manager is also responsible for supervising Food & Nutrition staff and ensuring state and local Food Code and USDA guidelines are met, procuring food, supplies and equipment, monitoring and controlling inventory, maintaining productivity standards, and operating the Food and Nutrition Program within the annual budget. The Food & Nutrition Services Manager is also responsible for conducting performance evaluations of Food & Nutrition staff in their area of responsibility.

Essential Job Functions

- Plans menus to encourage student consumption of food. Meet student nutrient needs, and develops menus designed to meet student nutrient needs within DPI and USDA guidelines; writes modified diets based on Physicians Order for Diet Modification (diabetes, food allergies and intolerances, etc.) for students with special dietary needs.
- Collaborates with school nurses, Food & Nutrition staff, and parents and/or legal guardians to assure modified diets are written according to the physician’s order for diet modification.
- Manages, conducts, and makes sound recommendations regarding activities in the areas of interviewing, selecting, and recommending personnel placement, training, professional development, counseling, and performance evaluations.
- Trains, assigns, and evaluates the work of staff at school sites.
- Completes kitchen inspections and Department of Public Instruction required site reviews annually, to ensure compliance with federal, state, local, and District regulations.
- Reviews, maintains, and prepares necessary records and reports such as inventories, nutrition sheets, food counts, food consumption logs, and production records.
- Oversees and operates a multi-site food service operation within financial guidelines to achieve a cost-effective, successful program, including proposing staffing patterns and identifying budgetary needs.

- Maintains integrity and accountability of the Food & Nutrition Program through compliance with all federal, state, and local regulations. Maintains necessary documentation at the building level to document compliance.
- Maintains high standards of kitchen safety and sanitation including compliance with the Wisconsin Food Code and Hazard Analysis Critical Control Point program.
- Applies management principles, including monitoring all food production and service procedures for designated district schools.
- Plans and participates in bi-annual training of staff to maintain and develop staff skills sets.
- Orders appropriate food and supplies from approved vendors.
- Utilizes an approved system for preparing and maintaining records for all aspects of the Food & Nutrition Programs that reflects an accurate report of planned menus, food production, food left over, and food waste.
- Implements an equipment preventative maintenance plan that includes cleaning schedules and equipment replacement plans.
- Participates in sub finding duties for absent staff members.
- May be called upon to fill in for staff absences until a substitute is found.
- May be required to respond to after-hours emergency calls.

Ancillary Job Functions

- Participates in professional development and complies with USDA Professional Standards regulations.
- Attends staff meetings and other meetings as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Dietetics, Food Service Administration, or related field.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or obtain within a reasonable time after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Registered Dietitian.
- Supervision experience in institutional food service.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of child nutrition program regulations and special dietary needs.
- Excellent management, leadership, and training skills.
- Knowledge and skill in quantity food production and service.
- Computer competency in a variety of programs.
- Ability to speak and write effectively to a variety of customers.
- Ability to safely operate all types of food service equipment.

- Ability to apply Wisconsin Food Code Regulations and Hazard Analysis Critical Control Point principles of food safety and sanitation.
- Ability to manage multiple schools' tasks simultaneously and independently to meet deadlines
- Ability to assist multiple schools in trouble shooting problems.
- Knowledge and skill in problem solving, conflict management, budgeting, planning, and organizing.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to stand/walk regularly.
- Must be able to frequently talk/listen, grasp, push, reach, stoop/kneel/crouch, and use repetitive wrist/hand/finger movement.
- Must be able to regularly operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.