

MANAGEMENT JOB DESCRIPTION

CHILD NUTRITION SERVICES PROGRAM MANAGER

JOB SUMMARY:

Under the direction of the and Child Nutrition Director, plans, organizes, and manages essential aspects of the District food service program. Supervises and evaluates assigned personnel; committed to teamwork, collaboration and cross-training to provide optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Coordinates Districtwide food service program .
- Evaluates and supervises, along with the Child Nutrition Director, support personnel in the Child Nutrition office.
- Assists in the evaluation of food service personnel to ensure standards are achieved and performance is maximized.
- Assists in training of Child Nutrition personnel, including CNS Program, Registered Dietitian and Culinary Supervisors.
- Assists and coordinates the work of CNS Supervisors.
- Assists in Child Nutrition purchasing.
- Evaluates and recommends improvements in practices and procedures to maximize effectiveness.
- Prepares various reports and documents both internal and external.
- Collaborates with other District departments as required to support the District goals in conjunction with Child Nutrition.
- Serves on various District committees as a representative of Child Nutrition.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Prior work related experience with increasing levels of responsibility including supervision of personnel and projects.
- Knowledge of school food service programs; computers and software applications, including Excel, Word and e-mail.
- Ability to organize work groups to complete jobs efficiently and in a timely manner and effectively supervise the work of several groups; prepare program plans to enhance operations and improve services to clients; effectively interpret policies, procedures, and laws and to analyze data and draw logical conclusions; work effectively both independently and as a team member; ability to communicate effectively orally and in writing and to establish and maintain effective relations with staff and public; communicate and interact effectively and professionally under pressure.

CHILD NUTRITION SERVICES, PROGRAM MANAGER

Page 2

- High School Diploma or equivalent. Additional course work or training in personnel facilitation highly desirable.
- Bachelor's Degree in Business or Hospitality industry preferred.
- Valid California Driver's license; current Food Handler's Permit.

Management Salary Schedule: Range K
BOARD APPROVED: 11/14/00
10/9/24