



Excellence for all.

Job Title: Manager of Food Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the general direction of an assigned Assistant Superintendent, plan, direct, organize, manage, and oversee the daily activities of the district's food service programs; coordinate and implement menu and recipe functions; ensure compliance with District, local, state, and federal regulations and policies; develop and implement procedures and policies for assigned programs; supervise and evaluate the performance of assigned personnel.

Distinguishing Characteristics: The Manager of Food Services provides overall leadership and assumes management responsibility for the Food Services Department, ensuring the District's nutrition services operation follows local, state, and federal regulations. This is the highest classification in the Food Services job family.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Manages the food service program at various District locations to ensure safe and efficient performance of food service worker assignments.
- Perform general accounting and clerical duties related to the food service program.
- Perform budget planning and tracks data for audit and grant compliance.
- Prepare and administer all budget and financial records for the child nutrition program; perform budget projections, and determine equipment needs.
- Oversee the District Free/Reduced Meal Application collection program and Alternative Income Form collection program.
- Oversee delivery of prepared food to all District locations.
- Oversee and ensure proper storage of food at all District locations.
- Ensure clean, sanitary, and safe conditions at all District locations.
- Oversee completion of daily menu production worksheets at all District locations.
- Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies to various District sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies, and equipment; oversee and approve food, supply, and equipment requisitions; monitor inventory levels.
- Continuously monitor and evaluate the efficiency and effectiveness of department services; establish procedures for department efficiency and effectiveness; identify opportunities for improvement; direct the implementation of changes.
- Select, train, supervise and partner with school management to evaluate child nutrition staff. evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and corrective action; plan, coordinate and arrange for appropriate training of subordinates; approve employment and status changes as warranted.
- Plan, direct, organize, manage, and oversee the daily activities of the district's food service program and provide work direction to food service workers at various District locations; inspect work of food

service workers at various District sites to assure timely and efficient completion of assignments and compliance with safe food handling; train food service workers in proper work methods and procedures.

- Provide support and supervision of classified personnel at multiple school and District campus locations; coordinate, plan, and lead regular staff meetings.
- Attend professional development, various association meetings, and local school district child nutrition management meetings to remain current with industry best practices and requirements.
- Participate in staff development and in-service training programs as assigned

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- State, Federal, and local laws, policies, procedures, regulations, and requirements related to food safety standards and sanitary procedures.
- Safe use and maintenance of kitchen ovens and utensils and correct food storage procedures.
- Budget development and administration.
- Current program trends, changes, and requirements.
- Operation of a variety of office equipment including a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, vocabulary.
- Basic mathematical concepts.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Learn nutritional values of food items.
- Maintain a compliance standard for sanitary kitchen environments at all District locations.
- Meet schedules and timelines.
- Work independently with little direction.
- Set appropriate expectations for behavior.
- Exercise good judgment in dealing with sensitive issues.
- Plan, coordinate, and oversee the operation of the district food service programs.
- Plan, schedule, assign work, set priorities, train, and evaluate personnel.
- Read, understand, and accurately interpret and develop methods and procedures for implementation of codes, laws, rules, regulations and other policies and procedures relating to the area of responsibility.
- Establish and maintain a safe and healthy environment.
- Maintain accurate financial and enrollment records.
- Effectively communicate and present information in both oral and written forms.

- Maintain a variety of records and prepare complex reports.
- Oversee and participate in kitchen activities, including food preparation, storage. Service, clean up and set up.

Education/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Typically, this would be gained through four years increasingly responsible experience in the administration of a school food service operation; some college-level coursework in nutrition, dietetics, business administration or related field. Lead/supervisory experience is required. A bachelor's degree is desired.

Licenses and other requirements: First aid and CPR training may be required prior to completion of probationary period. A valid California Driver License and proof of automobile insurance. Within 30 days of employment must obtain and maintain California state compliant food safety certification.

Working Conditions:

Environment: Office, cafeteria, and kitchen environment. Must drive vehicle to sites.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Dexterity of hands and fingers to operate food service equipment and prepare food items. Seeing to read a variety of materials. Standing for extended periods. Bending at the waist, kneeling, or crouching to lift heavy objects.

Hazards: Kitchen environment subject to heat. Exposure to cleaning agents and chemicals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 149

Approved by the Personnel Commission: