



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: School Nutrition Services Administrator

PRIMARY FUNCTIONS:

Under the direction of the Director of Nutrition or designee, the School Nutrition Services Administrator will provide leadership and management responsibilities to plan, organize, and coordinate Food Service operational activities to ensure an efficient and effective operation; ensure compliance with mandated health, safety, and nutrition standards; train, supervise, and evaluate assigned staff. This employee may perform any combination of the essential functions identified herein.

REPRESENTATIVE DUTIES:

Assist and advise the Director of Nutrition Services in matters relating to food service activities, operations, and department staffing.

Conduct on-site visitations to observe, participate in, and evaluate methods, practices, and procedures; analyze effectiveness of practices and ensure compliance with laws and regulations regarding safety and sanitation; aid Director of Nutrition and Packaging/Cafeteria Managers as needed.

Perform annual site monitoring and training for compliance with Federal and State regulations.

Serve as technical advisor to Nutrition staff, make suggestions for revision in food preparation methods and practices, utilization of equipment; improvement to cafeteria services, work performance, work place efficiency, and quality and appearance of meals.

Evaluate nutritional menus options, esthetics of the kitchen and serving area, and maintain compliance with Hazard Analysis Critical Control Point (HACCP) guidelines.

Coordinate kitchen equipment maintenance and training, provide equipment needs assessment, and assist in the determination of equipment standards and specifications.

Plan, assign, and supervise work of nutrition personnel in preparation and serving of food.

Develop District policies, procedures, and presentations related to school nutrition with guidance from the Director of Nutrition Services and other areas to include but not limited to: MCSD Wellness Policy, Board Agenda presentations, and food safety policies and procedures.

Conduct trainings to meet regulations and guidelines set forth by the California Department of Education (CDE) Nutrition Services Division.

Assist in developing, implementing, and evaluating marketing plans for school meals and other food service programs to promote nutrition education.

Use a computer to access and prepare various paperwork, reports, correspondence, and forms for both daily operations and special projects.

Participate in selection, training, and evaluation of Nutrition staff, work with employees to correct employee performance deficiencies, coordinate, plan, and conduct staff trainings and workshops.

Communicate with administrators, staff, and outside organizations to coordinate activities and programs, resolve issues, and exchange information.

Manage kitchen/cafeteria operations when and where there is a vacancy.

Adhere to Federal and State regulations, District Board Policies, and related regulations pertaining to this assignment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Overall food service operations including catering, vending, inventory management, cashier, food preparations, special diets/meal accommodations, food storage, sanitation, operation of all child nutrition equipment
- Applicable laws, codes, regulations, policies, and procedures including USDA, State regulations and the requirements for the School Breakfast Program, National School Lunch Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Program
- Principles and practices of training and supervision
- Proper lifting techniques
- Problem-solving, analytical, and time-management skills
- Principles of record keeping and management
- Principles of cash management
- District Wellness Policy
- General knowledge of Microsoft Word, Excel, PowerPoint
- General knowledge of Google Sheets, Docs, and Drive
- Basic mathematical skills
- Basic English language usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Telephone techniques and etiquette
- Mosaic Menu Planning and Point of Sale

ABILITY TO:

- Meet District standards as outlined in Board Policies

- Determine appropriate action within clearly defined guidelines
- Supervise and work cooperatively with students and staff in a food service setting
- Meet schedules and timelines including personal work attendance
- Organize and direct food service operations and activities at school sites and the Packaging Department
- Coordinate personnel, resources, fiscal activities, and information to ensure smooth and efficient food service activities
- Train, supervise, and evaluate the performance of assigned personnel
- Oversee food preparation and service activities to ensure served items comply with food quality, freshness, appearance, and portion control standards
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Maintain routine records and reports
- Add, subtract, multiply, and divide quickly and accurately
- Prepare written communications independently and accurately
- Operate a district vehicle and nutrition equipment and tools with safety and economic consideration
- Observe health and safety regulations

EDUCATION AND EXPERIENCE:

- Any combination equivalent to High school diploma or GED and five (5) years of K-12 Cafeteria Manager experience
- Possess and maintain a current valid California Driver's License
- Possess and maintain a ServSafe Manager Certification

WORKING CONDITIONS:

ENVIRONMENT:

School food service areas and office environments; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; push/pull up to 75 pounds on a rolling cart or rack; reaching overhead, above shoulders, and horizontally; bending at the waist, kneeling and crouching; seeing to read and prepare records; dexterity of hands and fingers to operate a computers and food service equipment.

HAZARDS:

Working around and with machinery having moving parts; heat from ovens and cold from freezers; exposure to cleaning chemicals and fumes.

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Board Approved: March 26, 2024