



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

CHILD NUTRITION PROGRAM MANAGER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in the oversight, management and administration of program innovations for Child Nutrition; manage, evaluate, and coordinate activities in the National School Lunch, School breakfast, Afterschool Snack, and Fresh Fruit and Vegetable/Garden programs; develop, implement and monitor comprehensive nutrition education programs, wellness program and promotions within District schools; educate students and staff on nutrition and healthy eating habits; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, coordinate and implement nutrition education for all grade levels throughout the District.
- Promote, organize and coordinate events and activities regarding nutrition education and the marketing of health and wellness.
- Plan, prepare and disseminate nutrition information to the students, parents and community.
- Recruit, organize and maintain Student Nutrition Advisory Groups throughout the District.
- Participate in the testing and selection of new nutrition service products, supplies, materials and equipment.
- Conduct student product testing and ensure evaluations are completed and results tabulated.
- Provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Assist in the application of grants for new and existing programs.
- Ensure program development adheres to all federal, State and District guidelines.
- Assist in developing department annual professional trainings and updating department procedures.
- Arrange and conduct training classes and evaluate trainee performance.
- Assist in conducting research to improve quality and service.
- Assist in developing and participate in public relations projects.
- Responsible for management of the Fresh Fruit and Vegetable and Farm to Table Programs.
- Attend a variety of meetings, workshops, conferences, seminars and vendor shows to maintain knowledge of current trends and program regulations.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and techniques of overseeing, implementing and managing Food Service Program; including cost accounting techniques and orientation and training methods.
- Methods of quantity food preparation, service and storage; including safe and proper temperature of heated foods and portion controls.
- Federal and state health and safety regulations as they apply to food preparation and services.

CHILD NUTRITION PROGRAM INNOVATOR

- Federal and state regulations governing child nutrition programs such as USDA donated food usage, farm to school, Fresh Fruit and Vegetable Program, National School Breakfast and National School Lunch Programs.
- Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.
- Methods and practices of sanitary food handling and storage.
- Methods of proper operation and maintenance of food service equipment.
- Techniques of record-keeping, ordering of food and equipment, inventory maintenance and grant applications.
- Principles and practices of effective management and supervision.
- District classified human resources policies and procedures and labor contract provisions.

ABILITY TO:

- Organize, manage, coordinate, implement, administer, oversee and evaluate District-wide Child Nutrition programs.
- Supervise, train and evaluate performance of assigned staff.
- Develop and implement operation and training policies and procedures.
- Maintain records, compile and verify data and prepare reports.
- Operate standard kitchen machines and equipment safely and efficiently.
- Operate a computer using word processing, spreadsheet and other business software.
- Communicate clearly and effectively, orally and in writing.
- Use tact, discretion and courtesy in dealing with sensitive situations and individuals.
- Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, parents, students and other encountered in the course of work.

EDUCATION AND EXPERIENCE:**EDUCATION:**

Any one of the following:

- Associates degree or higher;
- OR*
- 30 semester hours of college coursework including five (5) years' supervisory experience in a school district food service program;

EXPERIENCE:

Four (4) years of responsible supervisory experience coordinating and directing a comprehensive school District food service program. Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business and nutrition education.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- A current SERV Safe certificate.

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PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will frequently walk, stand or sit for extended periods of time and may occasionally involve ascending and descending ladders, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 04/07/2025

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**