

Ontario–Montclair School District

CLASS SPECIFICATION

Program & Operations Manager, Food & Nutrition Services

GENERAL PURPOSE

Under the general direction, directly responsible for planning, organizing, coordinating, supervising and evaluating the district wide school site operations to include all middle schools and elementary schools and to provide leadership and support to the Central Kitchen manager and Catering program; plans, organizes and implements operational procedures designed to ensure an efficient and cost effective operation; monitors, reviews, trains, and evaluates the performance of assigned food service personnel; assures compliance with federal, state, local and District laws, regulations, policies and procedures related to the food service program; insures that the work of the site Leads is carried out in the Lead's absence; and any other related functions as directed.

DISTINGUISHING CHARACTERISTICS

The position requires supervisory skills and leadership abilities. Additionally, must be able to plan, schedule and coordinate the work of food service site personnel of all class titles. This position is responsible for assisting with the management of the day-to-day activities and operations of Food and Nutrition Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, coordinate, and supervise the District-wide food service and nutrition programs and operations; develop and review work schedules and production standards.
2. Assure compliance with federal, state, local and District laws, regulations, policies and procedures related to the USDA food programs (i.e. National School Lunch and Breakfast program, and At-Risk Afterschool Supper Program, etc.)
3. Supervise and evaluate the performance of assigned staff; interview and select employees; recommend transfer, reassignment, termination and disciplinary action.
4. Plan, develop, coordinate, and arrange for appropriate training of food service personnel.
5. Analyze financial reports and cost effectiveness of program.
6. Communicate with food service staff, school administrators, site personnel, and parents, to implement improvements and changes and respond to issues and concerns related to food

preparation, service, menus, facilities and equipment.

7. Provide support for the purchase and acquisition of food service equipment, supplies, commodities, and associated products.
8. Prepare communications to sites staff, parents, students, and vendors.
9. Prepare a variety of related reports, such as individual site files and inventory, site visitation reports, menu planning worksheets, nutritional analysis, and others; analyze and review reports from food service staff and assure accuracy.
10. Plan, coordinate and participate in food service catering and special functions events including luncheons, dinners, banquets, etc.
11. Recommend and assist in the development and implementation of department goals and objectives. Implement policies and procedures. Stay current with changes in federal, state and local policies and regulations.
12. Plans and participates in Nutrition Advisory Councils or similar student meetings to gain input on acceptable student menu items.
13. Provide technical assistance and training in basic food service activities such as food preparation, sanitation procedures and safe operation of equipment to food service personnel.
14. Drives District vehicle to work sites and to transport food and supplies.
15. Arrange for substitute for employee's absence.
16. Plan and participate in the employee orientations and trainings.
17. Operate a variety of standard office equipment, including a computer and printer.
18. Visit cafeteria sites to monitor procedures; instructs employees new techniques to improve efficiency, productivity, and enhance customer service; discuss concerns with site managers and assists in resolution; suggest new and revised procedures.
19. Provide basic instruction to employees at school sites in the use of a computer to perform job tasks.
20. Assist in the supervision of the meal application process.
21. Assist in menu planning, standardizes recipes, confirms product availability and prepares daily production sheets.
22. Assist and provide leadership in coordinating central kitchen operations to help meet the needs of site operations to maintain an efficient and cost-effective operation.
23. Assist in kitchen planning and design.

24. Coordinate preventative maintenance plan of site kitchen equipment, including repair and replacement schedules.
25. Work collaboratively with food service office personnel on special projects to meet the goals of the department.
26. Attend a variety of meetings, conferences, and workshops.
27. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. All aspects of food services operations including goals, objectives, activities, cooking, baking and food preparation procedures.
2. Quantity food preparation, food marketing and merchandising.
3. Nutritional and operational requirements of the National School Lunch and Breakfast Programs and related Federal and State regulations, including the evaluation of applications for free and reduced priced meals for needy students; use and care of instructional kitchen equipment and utensils.
4. Principles and practices of supervision, disciplinary and training techniques.
5. Procedures used in ordering, receiving, storing and inventorying food and supplies.
6. Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
7. Principles of HAACP; including development, implementation and management of program.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. District organization, operations, policies and objectives.
10. Oral and written communications skills.
11. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Plan, develop, design and implement in-service training for food services personnel.

2. Assure nutritionally balanced and attractive menus using the standards and requirements set forth by federal and state agencies are met at all school sites.
3. Operate all kitchen equipment at school sites.
4. Carry out the work of Food Services Leads and others in their absences.
5. Instruct others in basic, new and revised food services techniques.
6. Make arithmetic calculations quickly and accurately.
7. Understand and follow oral and written directions.
8. Read, interpret and follow rules, regulations policies and procedures.
9. Plan and organize work.
10. Train, supervise and evaluate personnel.
11. Maintain records and prepare reports.
12. Communicate effectively both orally and in writing.
13. Establish and maintain effective working relationships with others.
14. Analyze situations accurately and adopt an effective course of action.
15. Operate standard office equipment and computers.
16. Takes initiative and work independently with little direction.
17. Meet schedules, timelines and work under pressure.
18. Work effectively in a multiethnic setting.

Education, Training and Experience:

Graduation from high school or GED equivalent; and at least five years of progressively responsible institutional kitchen experience, at least two of which were in a supervisory or lead capacity. Will consider an equivalent combination of relevant education and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A current and valid ANSI certified Food Safety Management Certification. Instructor credential is preferred and must be obtained within 6 months of employment.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy. Incumbent will be required to drive his/her private vehicle, and or district vehicle during the course of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, bend, stoop, carry, push, pull, reach or lift 50 pounds, dexterity of hands and fingers to operate standard office equipment, sitting and standing for extended periods of time, processing large sums of paperwork.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, parents, students, representatives of other agencies and others encountered in the course of work.

WORK ENVIRONMENT

An employee works in a large or small kitchen facility, and the noise level can occasionally be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb ladder and walks on surfaces that may be slippery. Employee will be required to drive by car/van to school sites daily. Employee will have frequent contact with students and staff.