JOB DESCRIPTION

FOOD SERVICES MANAGER (CONFIDENTIAL)

DEFINITION:

Under the direction of the Director of Food Services, the Food Services Manager assists with the overall administration, leadership, and daily management of the District's Child Nutrition Programs. The Food Services Manager performs confidential managerial, operational, and program compliance duties, and may serve as Acting Director as assigned. This position provides oversight of department-wide operations including supervision of personnel, compliance, menu development, purchasing, vendor management, state and federal reporting, and department growth. (Days-260) (Salary-Placement on the Classified Management Salary Schedule at a Ratio of 0.600)

ESSENTIAL DUTIES:

Department Leadership:

- Assist the Director with full oversight of Food Services Department operations, program compliance, and daily management.
- Serve as Acting Director during the Director's absence or as assigned.
- Maintain confidentiality regarding department personnel, operations, and sensitive matters.
- Support department goals, program growth, and continuous improvement initiatives.
- Develop department standard operating procedures (SOPs), internal controls, and staff manuals.

Personnel Supervision:

- Directly supervise assigned staff:
  - Food Services Cooks
  - Food Services Workers (all classifications)
  - Food Service Driver/Custodian
  - Food Services Clerk
- Serve as the first line of support for staff performance concerns, coaching, and conflict resolution.
- Receive and document staff concerns and personnel issues; communicate and collaborate with the Director to resolve matters.
- Promote and model effective communication and problem-solving across all sites.
- Collaborate with the Director in addressing department-wide staffing issues, department goals, operational improvements, and training needs.
- Manage and monitor daily attendance, absences, and staff coverage using the district's absence reporting system (e.g. Frontline).
- Coordinate and arrange substitutes or staff reassignments as needed to ensure full coverage of meal service across all sites.
- Receive and respond to daily staff call-ins and notify the Director, when necessary, of higher-level staffing needs.
- Assist with recruitment, onboarding, assignments, scheduling, evaluations, and personnel actions.
- Promote a positive and supportive work environment while ensuring department policies, procedures, and expectations are followed.

Menu Development & Program Management:

- Assist with menu planning, recipe development, and product testing to meet USDA, NSLP, SBP, CACFP, SFSP, and CEP guidelines.
- Ensure compliance with dietary accommodations, food safety standards (HACCP), and meal pattern regulations.
- Oversee production records, inventory tracking, menu implementation, and operational efficiency.
- Coordinate with kitchen staff on site decorations, student engagement, and themed meal promotions.

Purchasing, Bids & Vendor Management:

- Manage and oversee all ordering, purchasing, bid processes, and vendor communications for food, supplies, and equipment.
- Maintain accurate purchasing records, order forecasting, and inventory controls.
- Ensure full compliance with federal, state, and district procurement regulations and bid thresholds.
- Serve as primary contact with vendors, companies, and service providers for all orders and deliveries, while collaborating with the Director as needed.

Compliance, Technology & Reporting:

- Support all federal, state, and district reporting including:
    - CNIPS, CALPADS, CEP, Direct Certification, Procurement Reviews, Administrative Reviews.
- Monitor POS (Point of Sale) systems, meal claiming accuracy, and reimbursement submissions.
- Utilize financial, inventory, and reporting software systems proficiently.
- Assist in preparing department budget projections, financial reports, and documentation for audits and state reviews.
- Assist in planning Administrative Reviews, state audits, and compliance visits.

Communication & Customer Service:

- Serve as a liaison between the department and site administrators, school staff, vendors, and outside agencies.
- Assist in promoting nutrition programs, outreach efforts, student engagement, and community partnerships.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent (required).
- Minimum 3 consecutive years of Food Service Management experience in school nutrition, nutrition services, or restaurant management, or a related field (preferred).
- Minimum 3 years of school nutrition program experience (required).
- Minimum 2 years of leadership or supervisory experience (required).
- Experience with school nutrition software systems, compliance reporting, procurement, and inventory management (preferred).

Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test result.
- ServSafe Manager Certification Required.

Knowledge of:

- USDA Child Nutrition Programs (NSLP, SBP, CACFP, SFSP, CEP)
- Federal and state compliance regulations, audits, and reporting
- Procurement regulations, bid processes, and financial reporting
- HACCP, food safety, sanitation, dietary accommodations, and nutrition standards
- Menu planning, production records, and inventory management
- Point-of-sale systems, inventory software, purchasing platforms, and data systems
- Computer software (Microsoft Office, Google Suite, POS, CNIPS, CALPADS, financial systems)

Ability to:

- Lead and supervise staff across multiple sites and job classifications
- Provide effective training, coaching, evaluation, and mentorship to staff
- Analyze data, prepare reports, and maintain accurate records
- Communicate effectively both orally and in writing
- Interpret regulations, policies, and procedures
- Manage multiple projects simultaneously and meet required deadlines
- Maintain confidentiality and exercise sound professional judgment

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office, school kitchens, warehouses, walk in freezers and refrigerators, district-wide travel.

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

- Standing, walking, bending, reaching, lifting (50 lbs.)
- Occasional extended hours, nights, or weekends as needed for District events, training, or audits.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: July 15, 2025

FLSA Status: Exempt