

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Director- Nutrition Services, develop, guide, organize and direct nutrition services programs district-wide; adhere, implement, and assure compliance with Federal, State, local and District laws, regulations, policies, budget constraints and procedures related to district food service programs; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Direct and audit District food service programs, operations and controls; develop and review work schedules and production standards; audit and participate in the development and implementation of departmental policies and procedures.

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs, sanitation, safety, free and reduced price meals, nutritional standards, and department budgetary controls.

Analyze food service operations and cost effectiveness; collaborate with food service staff and site administrators to implement improvements and changes; respond to issues and concerns regarding food preparation, service, menus, facilities and equipment. Make recommendations regarding day to day operation as it relates to department fiscal viability.

Coordinate and oversee the Hazard Analysis Critical Control Points program (HACCP), it's implementation of Standard Operating Procedures (SOP's), and adherence to set guidelines.

Provide support for the acquisition of District food service equipment, supplies, commodities, associated products and services.

Plan and prepare menu specifications to provide nutritionally balanced meals in accordance with dietary guidelines and quality standards; conduct nutritional analyses of menus; assist in menu planning; control food costs.

Travel to school sites to monitor food production, storage and service methods, inventory levels, staff sanitation practices, record keeping and internal cash controls; conduct audits and inspections as required.

Supervise kitchen, cafeteria and equipment maintenance; process equipment and facility work orders in accordance with established guidelines, policies and procedures.

Ensure collaboration with vendors regarding products and services; identify and resolve concerns and issues with products, pricing and delivery schedules. Oversee proper maintenance of vendor contracts and bid thresholds.

Ensure cost effective purchasing, receiving, storage and inventory levels of food supplies, materials and equipment districtwide; oversee and monitor the USDA commodity program in accordance with District policies and procedures.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities including site files, inventory, site visitation reports, menu planning worksheets and others; analyze and review reports from food service staff and assure accuracy. Assist Director in budget development and cost controls at the site level.

Communicate with administrators, focus groups, personnel, parents, vendors, outside organizations to coordinate activities, assess customer satisfaction, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned; conduct safety trainings for staff and key stakeholders.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State and federal regulations governing child nutrition programs.

Principles applicable to meal production and quantity food service preparation, serving and storage.

Sanitation and safety practices.

Concepts of work simplification.

Principles related to budgeting, contracting and purchasing.

Nutrition and menu planning.

HACCP and SOP's.

Kitchen equipment and utensils used in large scale nutrition programs.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct District food service programs and operations.

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs.

Analyze food service operations and cost effectiveness.

Provide support for the acquisition of District food service equipment, supplies, commodities and associated products.

Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Compile and Analyze data.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Associate's degree or equivalent (60 semester units) of college-level coursework in culinary arts, hospitality management, general education, or related field.

Experience: Seven years of increasingly responsible food service experience including three years in a supervisory capacity. Experience in a K-12 school district child nutrition program is preferred.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Valid food safety management certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office and food service environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.

Walking to conduct inspections.

Lifting, carrying, pushing and pulling moderately heavy food service equipment.

HAZARDS:

Exposure to heat from ovens during inspections.

Working around and with machinery having moving parts during inspections.