FOOD SERVICES OPERATIONS MANAGER

Purpose Statement

The job of a Food Service Operations Manager is done for the purpose/s of coordinating district-wide food service programs in compliance with local, state and federal regulations; assisting the Director of Food Services in the overall management of the department; developing and analyzing menus and recipes; coordinating catering services; assisting in the preparation of various reports; coordinating summer meal programs; supervising, training, and managing food service employees to promote safety and proper sanitation procedures; and maintaining cost effective operation of food handling, inventory, production, and preparation.

Essential Functions

- Writes and implements menus and recipes as directed by the Director of Food Service and liaise regarding availability, specifications, standard item lists and delivery logistics.
- Develops, implements and manages all menu plans and recipe structures
- Develops, implements and manages effective training programs, manuals and procedures for the District's Food Service Department
- Trains, coaches, and directs/coordinates food service personnel
- Schedules and assigns work of food service personnel to accomplish production/operational goals
- Assists with purchasing of products and equipment including seeking bids and product specifications
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met
- Shares responsibility with the Director of Food Service in the development of departmental budgets and operational procedures
- Monitors food trends and new products to meet Food Service Department goals and expectations, and introduces new products and food items into menus
- Acts as replacement worker when short staffed
- Works with community groups, parents, students, and stakeholders in a collaborative and cooperative fashion
- Collaborates with district wide sustainability teams to assist in controlling food waste, recycling and promotion of sustainable cafeteria goals and objectives
- Handles concerns and issues from employees, and customers
- Assists with recommendation of new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity in the work force
- Assists with evaluations of all food service staff
- Assists with activities of the District's warehouse personnel
- Ensures shipping, receiving, storage, and distribution are performed in an efficient manner
- Retains and reviews warehouse documents and reports
- Maintains constant communication with the District
- Conducts sampling and testing of currently used and new products with stakeholders
- Assists with special events, weekend work, and extended hours
- Other duties as assigned

Job Requirements & Skills

SKILLS and experience in supervising staff including delegating work to accomplish departmental goals and objectives efficiently and effectively, while motivating individuals to work together as a team; proficiency with compute business applications including nutrition analysis of recipes and menus.

KNOWLEDGE of all aspects of food service operations for multiple sites; quantity food preparation principles, procedures and methods; safety, health, sanitation and maintenance rules, regulations and requirements relating to

food establishments; nutritional and operational regulations of the National School Lunch Program/USDA; menu planning including nutritional values, principles of balanced diet; equipment and tools used in food service industry, including minor repair and maintenance; procedures used in ordering, receiving, storing and inventory of food and supplies; principles and practice of supervising, training , and evaluating personnel; modern office practices, procedures and equipment, , including use of computer and related software; District and Food Services organization, operations, policies and objectives; financial record-keeping and budgeting procedures; interpersonal skills using tact, patience and courtesy; oral and written communication skills; interpersonal skills using tact, patience, and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY to plan, develop, design and implement in-service training for food services personnel; carry out the work of Food Services Managers and others in their absences; instruct others in basic, new and revised food services techniques; make arithmetic calculations quickly and accurately; understand and follow oral and written directions; read, interpret and follow rules, regulations policies and procedures; plan and organize work; train, supervise and evaluate personnel; create and maintain records and prepare reports, logs and forms; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; analyze situations accurately and adopt an effective course of action; operate standard office equipment and computers; takes initiative and work independently with little direction; meet schedules, timelines and work under pressure; work effectively in a multiethnic setting.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Work Environment

The usual and customary methods of performing the job's functions require working in a variety of office, kitchen, and cafeteria locations throughout the district, frequently in noisy indoor and outdoor environments; regular time pressure to meet school and food service schedules; hearing and speaking accurately to exchange information in person or on the telephone; clarity of voice to give clear instructions and oral presentations; seeing to monitor food quality and read a variety of materials; sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bending at the waist, kneeling or crouching; intermittent lifting and carrying of up to 60 pounds. The job is performed under some temperature extremes and some hazardous conditions

Experience:

Job related experience with increasing levels of responsibility

Certificates & Licenses:

Valid Drivers License
Current ServSafe Certification

Education:

Bachelor's Degree with a major in institution management, Dietetics, food and nutrition, hotel and restaurant management or other related field. Registered Dietitian a plus.

Clearances:

Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening

Additional Qualifications

Ability to travel to other sites/locations
Bilingual English/Spanish Prefered

Supervision

Director of Food Services

Required Testing

Successful Completion of Pre-Employment Process
English Language Proficiency Assessment

Continuing Education/ Training

Training attendance at workshops as appropriate
SerSafe Managers Food Safety Certification

Salary Grade

Management Salary Schedule Range 19A

Work Year

227 Days