

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – CLASSIFIED MANAGEMENT**

POSITION: MANAGER – NUTRITION SERVICES
225 Work Days

A. PRIMARY FUNCTION

Under the general direction of the Director of Nutrition Services, assist the Director in all aspects of the planning, coordination, and implementation of the District's Nutrition Services Department, and act on the Director's behalf when so directed and in the Director's absence to ensure continuous management-level direction of the Department. The Manager performs program-level financial management, supervises Nutrition Services staff, implements and monitors compliance with USDA Child Nutrition Program requirements, and supports the Director across all functional areas of the Department. The Manager assists in developing, interpreting, and enforcing regulations consistent with Board of Trustees' policies, state and federal law, USDA Child Nutrition Program requirements, and approved collective bargaining agreements as interpreted by the Administration. Assigned performance responsibilities may encompass a wide range of duties; incumbents may not perform all of the examples listed, depending upon the assignment by the Director of Nutrition Services.

B. ESSENTIAL FUNCTIONS / EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Make decisions and supervise the Nutrition Services Department in the Director's absence within the scope of assigned authority; serve as the Department's representative to internal and external parties when the Director is unavailable, including attending Board of Education meetings and meetings with regulatory agencies as directed by the Director.
2. Supervise Nutrition Services site staff and other personnel as assigned; coordinate, plan, and monitor food service schedules, site staffing, and substitute coverage to provide daily operational coverage across all school sites and for special events.
3. Oversee multiple site operations, including monitoring meal accounts, evaluating new products and menus, and inspecting sites for sanitation, nutrition requirements, facilities, equipment, and personnel to ensure safe and efficient food services in compliance with district, state, and federal health and safety standards.
4. Train Nutrition Services staff and other food service workers on both a formal and informal basis in areas such as food handling, preparation, sanitation, and safety, to achieve department work goals, enhance employee performance, and comply with health and safety standards.
5. Provide input for and, as authorized, draft and present employee evaluations for Nutrition Services staff; recommend policies, procedures, and actions in support of the Director.
6. Implement and monitor the Department's compliance with USDA Child Nutrition Program regulations, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Programs, Seamless Summer Option (SSO), and other summer meal programs; serve as the Department's day-to-day implementation lead for program compliance under the regulatory authority of the Director.
7. Prepare for and support submission of USDA administrative reviews, audits, and other state and federal reporting requirements in coordination with the Director, who serves as the District's authorized representative; review and approve audit-ready records for meal counts, production, inventory, and reconciliation submitted by Nutrition Services and fiscal staff.
8. Assist the Director with menu planning to meet students' mandated daily nutritional requirements, including menus for students with food allergies and other special dietary considerations; follow USDA guidelines for the Food-Based Menu Planning (FBMP) approach. Implement existing menus and apply established nutrient analyses across sites; in the Director's absence, replicate and adjust existing menus as needed to maintain meal service continuity.
9. Assist the Director with recipe development, recipe testing, taste testing with students, and standardization of recipes across sites; use nutrition analysis software to support recipe and menu work as directed by the Director.

10. Coordinate special diet accommodations and communication with school nurses, parents, and staff regarding student dietary needs and allergen management.
11. Implement and oversee the Department's safety and sanitation procedures, including Hazard Analysis Critical Control Point (HACCP) plans, Safety Data Sheets (SDS), and food safety requirements, to maintain sanitary conditions and meet health and safety regulations.
12. Perform program-level financial analysis and monitoring for the Department, including tracking food cost, labor cost, and supply cost; analyze cost trends, identify variances, and recommend operational adjustments to ensure that allocations are accurate, revenues are generated appropriately, and expenses remain within budget limits and established fiscal practices.
13. Develop the annual preliminary Department budget for the Director's review and approval, in collaboration with the District's Fiscal Services office; prepare program-level budget projections, revenue forecasts, and expenditure plans.
14. Assist the Director with procurement for the Department, including bid preparation, specifications, vendor research, inventory management, and evaluation of contracts; recommend purchases and ensure ongoing regulatory compliance. The Director retains final authority over procurement decisions.
15. Prepare program-level reports, including menu analysis, meal program participation reports, inventory reports, and program financial summaries compiled from data prepared by fiscal staff; review and approve financial reports prepared by fiscal staff before submission to the Director.
16. Maintain Department-level operational and personnel records, including production records, inventory records, training records, and Department personnel files, using both electronic and traditional filing systems.
17. Respond to operational, programmatic, and policy inquiries from site administrators, staff, parents, students, and the public regarding Nutrition Services operations, meal program participation, and meal program policies; refer fiscal and billing inquiries to the appropriate fiscal staff.
18. Support the Director in implementation of the District's Local School Wellness Policy and participation in the District Wellness Committee; promote student wellness initiatives, including farm-to-school programs, nutrition education, and taste testing events.
19. Communicate with site administrators, staff, parents, students, and the public regarding Nutrition Services operations, meal program participation, and program-related inquiries.
20. In the event of a vacancy in a Nutrition Services position, or when a substitute is needed and a substitute cannot be secured, perform functions of another position within the Department (e.g., serving and storage of food, cooking, baking, checking proper temperatures) to maintain continuity of food service operations. This coverage is intended to address vacancy and substitute-shortage situations and is performed on an as-needed basis.
21. Participate in meetings, in-service trainings, and workshops as an attendee or facilitator to receive and convey information regarding the Nutrition Services Department.
22. Support the Director in researching, planning, and evaluating current and proposed programs and products; analyze, test, and evaluate new food products to promote efficiency and success of the nutrition services program.
23. Collaborate and communicate effectively with employees, administrators, bargaining unit representatives, vendors, and regulatory agencies; maintain confidentiality of sensitive employee, student, and Department information.
24. Perform other related duties as assigned.

C. QUALIFICATIONS

Knowledge of:

1. State and federal laws and regulations related to public school nutrition programs, including USDA Child Nutrition Program requirements, the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option (SSO), After School Snack Programs, and the California Universal Meals Program.
2. Hazard Analysis Critical Control Point (HACCP) principles, food safety requirements, Safety Data Sheets (SDS), and sanitation and health standards applicable to school food service operations.
3. Menu planning, nutrient analysis, dietary guidelines, and Food-Based Menu Planning (FBMP) requirements, including accommodations for students with food allergies and special dietary needs.

4. Quantity scratch cooking, food production methods, food ordering, storage, and handling practices for multi-site school food service operations.
5. Principles and practices of supervision, training, staffing, scheduling, and performance evaluation.
6. Principles and procedures of program-level financial management, including budget development and monitoring, cost analysis, inventory control, procurement, and reporting as related to child nutrition programs.
7. School district organization, California Education Code, Health and Safety Code, and applicable Labor Code and Government Code provisions as they relate to nutrition services.
8. Current office procedures, business writing, report preparation, and records management practices.
9. Computer applications, including word processing, spreadsheets, databases, nutrition analysis software, point-of-sale (POS) systems, inventory management systems, and web-based platforms.
10. Business English usage, spelling, grammar, punctuation, and modern office communications.

Ability to:

1. Interpret, apply, and explain policies, procedures, laws, regulations, contracts, and bargaining agreements related to nutrition services.
2. Plan, manage, and oversee food production, service, and staffing across multiple school sites.
3. Perform program-level financial analysis, including cost monitoring, variance analysis, and budget projection.
4. Review and approve reconciled financial records prepared by fiscal staff; ensure accuracy and completeness of records prepared for management review and external reporting.
5. Coordinate multiple priorities and projects, meet critical deadlines, and maintain accuracy in a fast-paced environment.
6. Work independently with minimal supervision, exercising sound judgment and discretion.
7. Analyze complex data, research information, prepare clear reports, and make recommendations.
8. Supervise, train, and evaluate assigned staff; schedule and coordinate a significant number of activities, meetings, and events.
9. Perform basic math, including calculations using fractions, percentages, and ratios, in support of recipe standardization, meal counts, and financial reporting.
10. Maintain confidentiality of sensitive employee, student, and Department information.
11. Communicate clearly and effectively in both oral and written form with diverse groups, including students, parents, staff, administrators, vendors, and regulatory agencies.
12. Use technology efficiently for menu planning, nutrient analysis, meal counting, inventory management, reporting, and document preparation.
13. Establish and maintain cooperative, professional working relationships with employees, administrators, bargaining unit leaders, vendors, auditors, and outside agencies.
14. Provide excellent customer service, even under pressure or during sensitive situations.
15. Remain flexible and focused when responding to frequent interruptions or changing priorities.
16. Work collaboratively as part of a Nutrition Services team while also functioning independently.
17. Use analytical thinking and effective problem-solving strategies, including the interpretation of guidelines and troubleshooting of equipment issues.
18. Exercise discretion and good judgment in recognizing scope of authority.
19. Operate a vehicle safely, observing legal and defensive driving practices, to travel between district school sites.

D. EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities:

1. Bachelor's Degree with coursework in nutrition, dietetics, food service management, business administration, public administration, accounting, or a related field.

2. Three (3) to five (5) years of increasingly responsible experience in school or institutional food service, child nutrition programs, food production management, or related nutrition services functions.
3. Experience in a supervisory or lead capacity is highly desirable.
4. Experience working in a public education environment is highly desirable.

E. LICENSES AND CERTIFICATES

1. ServSafe Manager Certification or other approved Food Service Manager Certification (required, or ability to obtain within six months of hire).
2. Possession of a valid California Driver's License.
3. A driving record that meets the District's insurance requirements.
4. Registered Dietitian (RD), School Nutrition Specialist (SNS), or other nutrition-related professional certification desirable but not required.

F. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

- a. Physical, mental, and emotional stamina to perform assigned duties.
- b. Ability to alternate between sitting, standing, and walking throughout the workday; approximately 35% sitting, 15% walking, and 50% standing.
- c. Manual dexterity and fine finger dexterity sufficient to operate computers, office equipment, and kitchen equipment and to perform clerical and food service functions.
- d. Ability to see to read printed matter, review electronic data, inspect food products and facilities, and perform required tasks.
- e. Hearing and speaking ability sufficient to communicate effectively in person, by telephone, and in meetings.
- f. Physical agility to bend, stoop, kneel, crouch, reach overhead, push and pull file drawers and food service equipment, and lift and carry objects; significant lifting, carrying, pushing, and pulling is required in the performance of site-level duties.
- g. Physical mobility sufficient to travel between work locations and to move throughout kitchen and cafeteria environments.
- h. Mental acuity to collect and interpret data, reason, define problems, establish facts, draw valid conclusions, and make sound decisions.

G. WORKING CONDITIONS

1. Combined office and school kitchen/cafeteria environment.
2. Frequent use of a computer, telephone, and standard office equipment, as well as commercial kitchen equipment.
3. Frequent contact with students, employees, administrators, vendors, outside agencies, and the public.
4. Regular travel to district school sites and occasional travel to other locations.
5. Work performed under some temperature extremes (e.g., kitchen heat, walk-in refrigeration and freezer units) and under some hazardous conditions associated with food service operations.
6. May require occasional evening or weekend hours to support special events, training sessions, meal service for district functions, or summer meal programs.

APPROVED: 08/12/2026