Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Job Group: Confidential/Manager
FLSA Status: Exempt
Salary: Column I

JOB TITLE: Nutrition Services Manager **REPORTS TO:** Operations Administrator

GENERAL DUTIES SUMMARY:

The Nutrition Services Manager plans, organizes, and supervises the district's nutrition services program serving approximately 10,300 students and 1,350 staff members. This role ensures efficient food purchasing and production while maintaining strict compliance with local, state, and federal health, safety, and nutrition regulations. The manager leads a team of food service staff to provide safe, high-quality meals and snacks for schools and catering events. Additionally, this position serves as a member of the District Leadership team, contributing to various district-wide committees and policies.

SUPERVISORY RESPONSIBILITIES:

The manager supervises the work of two classified food service managers and approximately 44 school-based staff members. Responsibilities include reviewing credentials, interviewing, and hiring; planning and directing work; appraising performance in cooperation with building principals; and resolving personnel complaints or problems.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Write monthly menus that ensure nutritional integrity, portion control, and USDA Meal pattern compliance.
- Develop cost-effective menus by assessing customer preferences, industry trends, and current research to encourage program participation.
- Ensure department-wide compliance with all local, state, and federal laws, including sanitation and safety standards.
- Oversee the department budget, prepare profit and loss statements, and maintain required district, state, and federal records.
- Manage personnel activities, including staff orientation, training assessment, and counseling for professional growth.
- Direct procurement by writing specifications and purchasing food, supplies, and equipment following established guidelines.

- Implement a district-wide customer service philosophy focused on high-quality food presentation and stakeholder satisfaction.
- Coordinate with parents, school staff, and physicians to plan menus for students with special nutrition needs in accordance with the ADA.
- Design and plan facility layouts and food production systems for maximum efficiency and safe distribution.
- Communicate with parent and student groups regarding federal child nutrition programs and marketing strategies.
- Implement and train staff on management information and computerized meal accountability systems.
- Establish effective and environmentally safe waste management and employee safety programs.
- Provide technical assistance and training for school nutrition staff and administrators.
- Develop guidelines for nutrition service operations during disaster or emergency situations.
- Analyze costs of labor and materials to recommend operational changes that increase departmental efficiency.

Marginal Duties and Responsibilities:

- Attend workshops and conferences to stay current on developments in the food industry.
- Implement catering plans for special district functions and school meetings.

QUALIFICATIONS:

Minimum:

- Specialized Knowledge: Proficiency in policies required by the USDA and ODE for National School Lunch, Breakfast, Snack, and Summer Food Service Programs.
- Financial Management: Demonstrated experience in budget development and fiscal control procedures.
- Personnel Management: Knowledge of managerial procedures, including staff evaluation and conflict resolution.
- Technical Skills: Ability to coordinate and administer computerized meal accountability systems and other district software.
- Information Systems: Proficiency with Student Information Systems (SIS), computerized meal accountability systems, or automated transportation routing systems.
- Communication: Strong ability to communicate nutritional information effectively to diverse audiences and present reports to leadership.
- Problem Solving: Ability to develop guidelines for complex situations, such as special diets or emergency responses.
- Focus under Pressure: The ability to work in high-volume, fast-paced environments with "constant interruption".
- Attention to Detail: High levels of accuracy are required for tasks like data analysis, budget management, or drafting technical specifications.
- Stakeholder Presentation: The ability to effectively present complex technical, financial, or student-outcome information to the Board of Directors, top management, and public groups.
- Multi-Modal Communication: Proficiency in tailoring messages for different platforms, including the district website, social media, and parent handbooks.
- Cultural Responsiveness: The ability to communicate and work harmoniously with diverse stakeholders, including parents and staff from various backgrounds.
- Service Philosophy: Implementing a customer-service-driven approach that focuses on value and satisfaction for students, staff, and parents.
- Collaborative Leadership: Building strong relationships and leading collective strategic visions across different departments and with community partners.

- Conflict Resolution: Resolving grievances or personnel problems while maintaining harmony among workers.

Preferred:

- Certification: Registered Dietitian credential.

EDUCATION and EXPERIENCE:

- A Bachelor's degree in food and nutrition, food service management, dietetics, culinary arts, or business is required.
- Alternatively, candidates may possess a Bachelor's degree in any major combined with a state-recognized school nutrition director certificate or at least five years of experience in managing school nutrition programs.

WORKING CONDITIONS:

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.

- The position entails sitting at a computer terminal 6–8 hours a day while simultaneously managing phone communications.
- The environment is often busy and noisy with constant interruptions.
- Physical demands include standing, walking, bending, and twisting; the employee must frequently lift up to 10 pounds and occasionally lift up to 30 pounds.
- Regular interaction with students, staff, and the community is required.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____