Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Regional School Kitchen Manager
Schedule / Grade: NTSV / Tier 4
Job Code: xxNTNSV797
FLSA: Non-Exempt
Calendar: Nutrition Services
Benefits: Eligible (60 day wait) (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 10/06/2025

PURPOSE

The School Nutrition Regional Manager oversees food ordering and delivery for multiple smaller school kitchens within an assigned region. This role is responsible for ordering, coordinating, and delivering food supplies to each site, ensuring that all kitchens are properly stocked and in compliance with federal, state, and district regulations. The Regional Manager serves as a key link between the central nutrition office and school-based staff, supporting daily operations, inventory control, and overall food service quality.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Manage ordering food supplies for multiple school kitchens in a designated region.
- Coordinate the distribution and delivery of items to ensure timely and accurate fulfillment.
- Train and support site managers or leads on inventory and ordering procedures.
- Plan and oversee daily meal production to ensure nutritional standards, portion control, and menu compliance.
- Prepare reports related to inventory usage, food cost trends, and kitchen performance.
- Manage food and supply ordering, receiving, storage, and inventory.
- Maintain food quality, temperature logs, and production records in accordance with health and safety regulations.
- Supervise, train, and evaluate, staff to ensure adequate performance.
- Conduct ongoing training in food safety, sanitation, and district procedures.
- Address staff issues and performance concerns in collaboration with Nutrition Services Supervisor.

- Enforce sanitation standards and maintain a clean, safe kitchen.
- Ensure proper use and maintenance of kitchen equipment.
- Report safety issues or equipment concerns promptly.
- Ensure compliance with USDA Child Nutrition Program requirements, local health regulations, and district policies.
- Act as the liaison between Nutrition Services, school administration, parents, and students.
- Communicate effectively with staff and supervisors to ensure smooth operations.
- Maintain accurate records of food usage, staff hours, and meal counts.
- Monitor and control food and labor costs.
- Assist in budget planning and cost efficiency efforts.
- Attend required training and manager meetings.
- Perform other duties as assigned by the Director or Assistant Director of Nutrition Services.

Perform other duties as necessary to support the mission and vision of Columbia Public School District

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director, Assistant Director, Field Supervisors

Supervises: Cook/Cashiers

QUALIFICATIONS

Minimum:

- High school diploma or GED required.
- Minimum of 3–5 years of experience in school nutrition, institutional food service, or food distribution/logistics.
- ServSafe certification (or ability to pass exam).
- Familiarity with computerized point-of-sale and inventory system

Preferred:

- Knowledge of safe food handling, storage, and sanitation practices.

- Associate or bachelor's degree in food service management, nutrition, logistics, or related field.
- Supervisory or multi-site management experiences is strongly preferred.

Ideal Candidate:

- Reliability and strong work ethic
- Willingness to learn and grow
- Patience and empathy (especially in school settings)
- Professionalism and integrity
- Adaptability to new systems and procedures
- Understanding of USDA meal standards for schools
- Delegation and time management skills
- Conflict resolution skills.
- Ability to follow and give clear instructions.
- Basic math and measurement skills (currency, weight, and volume).
- Ability to work in a fast-paced, team-oriented environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Provide clear and complete instruction, Read and comprehend simple instructions, short correspondence and memos in English; Write simple correspondence; Communicate one on one and in small groups; Maintain appropriate relationships with students and coworkers.

Computation: Add, subtract multiply and divide and perform those operations using units of US Currency, and weight, and volume measurements.

Reasoning: Comprehend and follow detailed but basic written or oral instructions; Solve simple problems with few variables in stable conditions.

Technology: Ability to operate a computerized point of service, department specific software and Microsoft outlook

Physical Demands: An individual who holds this position must have the ability to frequently walk short distances, continuously stand, frequently bend or twist at the neck and torso, continuously grip. Frequently reach, stoop, kneel and crouch, frequently lift 20-40 pounds and occasionally lift up to 50 pounds, frequently use close and peripheral vision.

Attendance: Consistent and regular attendance is an essential duty of this position.

Conditions and Environment: While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer