

PERSONNEL

FOOD SERVICES MANAGER MANAGEMENT Schedule 4 Range B

DEFINITION

Under the direction of the Chief Business Official, the Food Services Manager, manages the District's Food Services programs and school cafeteria operations, including nutrition, sanitation, purchasing and financial functions; is responsible for the administration of the District's Child Nutrition Services Program, the National School Lunch and School Breakfast Programs, the Child and Care Food Program-Snack and Supper, including those available through the USDA; trains, supervises, and evaluates assigned personnel; and performs other related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and technical practices of institutional food service operations; federal and state regulations and standards related to food service preparation and operations within a public school organization; safety and sanitation regulations; nutritional needs and requirements of school age children and appropriate menu planning to meet these needs; budget preparation and fiscal monitoring procedures; purchasing principles, practices and standards for ordering institutional food, supplies and equipment; procedures and equipment used in the preparation, cooking and serving of food in large quantities; -computerized point of sale systems.

Ability to:

Plan, direct, organize and manage all operations and activities related to a school cafeterias; monitor and evaluate the District's kitchens and cafeterias for adherence to federal and state regulations, safety principals, and quality standards for food service; purchase food, supplies, and equipment for the cafeterias, kitchens, and office; select, train, supervise, and evaluate departmental personnel; plan and implement regular in-service training for food service personnel; plan District food service menus; supervise the free and reduced meal applications and direct certification process; establish, implement, and monitor procedures and timelines to ensure adherence to the regulations; supervise all aspects of food service fiscal activities including the annual budget preparation, cash collection procedures, operational expenses, and capital expenditures.

ESSENTIAL FUNCTIONS:

1. Plan, organize, evaluate staff, direct and administer District's Food Services programs and school cafeteria operations;
2. Ensure compliance with federal and State laws, and District regulations and policies;
3. Establish operating procedures for District cafeterias and satellite serving kitchen;
4. Plan, develop and evaluate menus based on nutritional content, cost efficiency and conformity with federal and state guidelines;
5. Oversee the processing of the free and reduced meal application process and verification process;

6. Identify and conduct training and in-service programs for department;
7. Confer with school site administrators to evaluate and coordinate the food service operations and to ensure that both the District's and the student's needs are being met
8. Develop annual departmental budget and ensure sound fiscal management practices including budget monitoring and control;
9. Conduct research and remain current with developments in school food services management and nutrition education;
10. Visit school sites regularly to observe food service personnel and procedures;
11. Other related duties as required
12. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The following categories refer to the overall physical requirements on an annual basis

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations;
- 3 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws, codes, rules, policies and other printed matter
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, push and pull.
- 2 g. Ability to stir.
- 2 h. Ability to lift and carry 50 lbs.
- 4 i. Ability to reach in all directions.

EDUCATION & EXPERIENCE:

Associate's Degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least one year of relevant school nutrition programs experience; OR High School Diploma (or GED) and five years of relevant experience in school nutrition programs or relevant food service experience.

Completion of Safety and Sanitation course is required.

Adopted: May 15, 2019