Job Description

Title: District Nutrition Program Assistant Manager  
FLSA Status: Exempt
Classification: Administrative Support
Immediate Supervisor: Director of Operational Services

Job Summary: Assists in administering the multi-unit food service operation in compliance with federal and state regulations relating to School Child Nutritional Programs.

Hiring Specifications:

Education
- High school diploma or equivalent
- Advanced education/training in food service operation/nutrition/dietetics

Certification
- ServSafe certification required

Experience
- Minimum of 3 years experience in food service operation and management, preferably in a public school district

Skills, Knowledge & Abilities
- Extensive working knowledge of federal, state and county regulations regarding food service operations (i.e. USDA, FDA)
- Effective oral and written communication skills
- Strong customer service skills
- Ability to make decisions involving staff as well as decisions involving all phases of the food service program
- Ability to establish, maintain and manage budgets
- Ability to meet deadlines
- Valid driver’s license
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to recognize sensitive issues and maintain confidentiality
- Ability to handle adversity in an effective manner
- Knowledge of OSHA laws and regulations with respect to food service staff
- Knowledge of food preparation and serving equipment
- Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights

Technology Requirements
- Word processing skills
- Spreadsheet skills
- Web navigation skills
- E-mail management skills
- Computer network knowledge applicable to the position
- Knowledge of computer-related storage devices
- Knowledge of computer security expectations
- Knowledge of Infinite Campus, Nutri Kids
- Knowledge of Kronos

**Supervision of Others:**
- Building managers
- Lunch associates, general workers and cooks

**Personal Contacts:**
- All district personnel, parents and students
- Labor union leadership (Labor Management meetings)
- Vendors
- OSHA
- Occupational health representatives
- Department of Health
- Department of Education
- Wellness Committee

**Job Duties:**

1. Develops, implements and maintains concession operations to meet customer needs.
2. Conducts interviews for substitute food service staff and recommends hiring of all food service staff.
3. Monitors the supervision and evaluation of food service staff by facility managers.
4. Establishes standards for the food service warehouse and satellite operation.
5. Establishes and coordinates procedures for food service equipment maintenance, repair and replacement.
6. Monitors inventory of food, supplies and equipment, processing orders as necessary.
7. Develops and maintains job descriptions and job postings for all food service positions as directed by Human Resources.
8. Plans and directs in-service workshops and training programs for food service personnel, including safety and ServSafe training.
9. Evaluates kitchen managers.
10. Examines records and reports regarding concessions operations to ensure solvency but non-profit status. Continually evaluates operation for efficiency and cost saving measures.
11. Conducts twice monthly operation site visits to food service facilities to ensure compliance with standard operating practices.
12. Maintains accurate on-site reports of daily and monthly financial, production and activity records.
13. Works in conjunction with the Director of Operational Services to secure bid awards for food, supplies and equipment.
14. Participates in the planning and development of food service facility layouts and equipment specifications.
15. Maintains satisfactory and harmonious working relationships with the public, students and all staff.
16. Plans and directs fresh fruit and vegetable program, summer feeding program.
17. Assesses customer preferences, industry trends and current research to develop a long range plan that facilitates continuous concessions services improvement.
18. Follows district safety procedures and ensures compliance by all food service staff.
19. Establishes and maintains effective relationships with food service vendors.
20. Assists the Director of Operational Services in developing and administering the food service budget.
22. Works with the District Nutrition Program Manager in developing recipes, menus and maintaining computer nutritional software programs.
23. Acts as back-up for the District Nutrition Program Manager.
24. Performs other duties as assigned.

Physical Requirements:

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<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>K. Manual Dexterity Tasks</td>
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<td>Telephone</td>
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<td>Computer</td>
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<td>L. Working Conditions</td>
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<td>Extremes in temp/humidity</td>
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Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Terms of Employment: Twelve-month contract per Board policy and administrative guidelines.

Date Last Revised: 10/9/15