Job Description

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

Job Summary: Administer 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 training/education in food service operation/nutrition/dietetics

Certification
- Registered dietician preferred
- 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:
• Assistant manager and office manager
• Building managers
• 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 objectives, policies and procedures for the food and nutrition program. Assures compliance.
2. Develops menus for breakfast, lunch, and snacks, including special diets. Recommends meal prices.
3. Implements and monitors the National School Lunch and Breakfast Programs, Fruit and Vegetable Programs and Summer Food Service Programs.
4. Establishes standards for compliance with district objectives, policies, procedures, USDA and FDA regulations.
5. Develops, implements and assures compliance with HACCP standards.
6. Establishes specifications for food service food, supplies and equipment, and approves all deviations from these specifications.
7. Provides direction for food service staff with respect to service and nutrition.
8. Establishes standards for food preparation and service.
9. Monitors legislation related to school food service.
10. In conjunction with Financial Services and Technology, establishes and monitors procedures to ensure accurate student/staff meal accounts.
11. Monitors availability, receipt, storage and use of USDA commodities NOI/DOD in accordance with agreement.
12. Directs the use of computer services in operation of the food service program.
13. Investigates any food service staff workplace injuries.
14. Works with Human Resources on food service staff return-to-work.
15. Assists the district staff wellness committee as needed.
16. Addresses staff issues in conjunction with Human Resources, the Director of Operational Services and labor management.
17. Coordinates deliveries.
18. Examines records and reports regarding food service operations to ensure solvency but non-profit status. Continually evaluates operation for efficiency and cost saving measures.
19. Maintains accurate on-site reports of daily and monthly financial, production and activity records, and application and CNP monthly claims and audits.
20. Works in conjunction with the Director of Operational Services to secure bid awards for food service food, supplies and equipment.
21. Participates in the planning and development of food service facility layouts and equipment specifications.
22. Maintains satisfactory and harmonious working relationships with the public, students and all staff.
23. Develops and implements a marketing plan with student focus groups that promotes the school nutrition services to students, parents, other school personnel and the community.
24. Assesses student preference, industry trends and current research to develop a long range plan that facilitates continuous school nutrition program improvement.
25. Follows district safety procedures and ensures compliance by all food service staff.
26. Establishes and maintains effective relationships with food service vendors.
27. Assists the Director of Operational Services in developing and administering the food service budget.
29. Develops contracts with third party vendors.
30. Plans and directs BASICS/Food Corps.
31. Performs other duties as assigned.

Physical Requirements:

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<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
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<td>A. Standing</td>
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<tr>
<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>F. Reaching</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>Other (cell phone)</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