

STOCKTON UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES BUSINESS MANAGER

DEFINITION

The Nutrition Services Business Manager will plan, organize, control, and manage assigned financial and business operations of the Nutrition Services Department. This position will also implement, coordinate and monitor new operations and program changes communicate policies, procedures and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Nutrition Services and or designee and exercises direct supervision and guidance over assigned staff.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)

Develop and maintain the departmental budgets. (E)

Oversee fiscal compliance in the administration of the district’s nutrition services programs. (E)

Develop and maintain departmental budgets; analyze, review and prepare budgetary and financial data and reports; prepare multi-year projections; control and authorize expenditures in accordance with established limitations (E).

Oversee and manage activities related to the free and reduced meal eligibility process including applications, direct certification, compliance and recordkeeping; and eligibility and participation in Provision 2 or Community Eligibility (E).

Manage activities related to the application with CDE to participate in Child Nutrition Programs. Ensure that applications are submitted on time and are accurate (E).

Manage activities related to the monthly claim for reimbursement for all programs that the Department operates. Ensure that claims are submitted in a timely manner and are accurate (E).

Manage Nutrition Services financial audits (E).

Audit invoices and vendor pricing (E).

Compile and prepare reports for submission to District management and State, Federal, and other agencies (E).

Collaborate with other fiscal services staff within the Business Services Division (E).

Provide technical expertise, information and assistance to the Director of Nutrition Services regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action (E).

Provide information and confer with management on staffing formulas and allocation of positions based on staffing requirements of the program; monitor positions to ensure reconciliation to funding and other budgetary information (E).

Review legislation related to Nutrition Services business and provide guidance (E).

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Recommend and manage activities to streamline and automate the department's functions and processes; identify, recommend, and assist with implementing new system applications as required to improve efficiency and productivity (*E*).

Serve as the department's technology liaison; ensure that Nutrition Services technology is integrated with district technology and that of other departments or agencies with which Nutrition Services interacts from a technological perspective (*E*).

Provide leadership and vision for the coordination and development of new technology systems within the Nutrition Services Department; evaluate new nutrition services software; make recommendations to Nutrition Services administrators for new or upgraded systems (*E*).

Coordinate the implementation of new technology within the Nutrition Services Department; train and support staff utilizing the technology (*E*).

Serve as liaison with other departments and government agencies regarding Nutrition Services business issues and processes (*E*).

Develop and implement training related to assigned areas of responsibility (*E*).

Communicate with district management staff and others concerning assigned functions; attend meetings on behalf of management staff (*E*).

Train, supervise, and evaluate the work of assigned staff (*E*).

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Organizational development principles and practices
- Principles and guidelines of school nutrition programs
- Applicable laws, codes, regulations, policies, and procedures
- Complex financial analysis
- School district accounting principles, systems, and procedures
- Budget preparation and control
- Operation of a computer and assigned software
- Microsoft Office applications
- Computer hardware and software utilized in School Nutrition Services Operations
- Oral and written communication skills
- Principles and practices of effective supervision and training
- Interpersonal skills using tact, patience and courtesy
- Conflict management skills

Ability to:

- Create, implement, and maintain procedures
- Manage multiple projects simultaneously
- Plan, organize, and supervise the work of others
- Provide leadership and direction in assigned functions

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- Exercise sound judgment in preparing analyses
- Perceive organizational implications of recommendations and conclusions
- Develop complex spreadsheets and schedules in Microsoft Excel
- Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Interpret, apply and explain rules, regulations, policies and procedures
- Meet rigid schedules and time lines
- Train, supervise and evaluate the performance of assigned personnel

MINIMUM QUALIFICATIONS:

Education and Experience:

A bachelor's degree in accounting, finance, business administration, public administration, or related field. At least one year of experience in District level supervision/management of school nutrition programs.

Licenses and Other Requirements:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Must complete annual continuing education training and/or coursework as mandated per federal regulations in accordance to the Healthy Hunger Free Kids Act of 2010

WORKING CONDITIONS:

Environment:

Indoor, office setting

May travel to school sites as needed

Physical Requirements:

Employees in this position must have/be able to:

- Hearing and speaking to exchange information in person and on the telephone;
- seeing to read, prepare, and proofread documents;
- sitting or standing for extended periods of time;
- dexterity of hands and fingers to operate a computer keyboard and other office equipment;
- kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies;
- lifting objects up to 30 pounds.

Salary Placement

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approved: 03/12/19