

STOCKTON UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATION MANAGER

DEFINITION

The Nutrition Services Operations Manager will plan, organize, control, and manage assigned operations of the Nutrition Services Department.

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 are intended to accurately reflect the principle job elements.)

Implement, coordinate and monitor operations and program changes (E).

Develop and maintain site operational procedures (E).

Communicate policies, procedures and regulations (E).

Plan, organize, control, and manage assigned operations of the Nutrition Services Department. (E)

Oversee site operational compliance in the administration of the district's nutrition services programs. (E)

Develop and maintain departmental operational procedures. (E)

Oversee and manage activities related to the operation of the School Nutrition Programs, Child and Adult Care Food Program, Summer Food Service Program and other state or federal meal programs administered by the Department. (E)

Oversee and manage back to school training, professional standards training, and other training activities for Department. (E)

Visit site cafeterias to review compliance with Department standards for food safety, food quality, and customer service.

Assist in the management of Nutrition Services audits. (E)

Collaborate with other operations 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 adequate and appropriate staffing to meet operational needs. (E)

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

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Serve as liaison with other departments and government agencies regarding Nutrition Services operations. **(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.

QUALIFICATIONS

Knowledge of:

- Organizational development principles and practices
- Principles and guidelines of school nutrition programs
- Applicable laws, codes, regulations, policies, and procedures
- Principles of management of food service operations
- Sanitation and food safety practices related to handling, cooking, baking, and serving food.
- 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
- Exercise sound judgment in preparing analyses
- Perceive organizational implications of recommendations and conclusions
- Develop and implement standard operating procedures
- 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 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

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Education and Experience:

- Bachelor's degree in nutrition, hospitality, business administration, public administration, or related field AND at least one year of experience in District level supervision/management of school nutrition programs
- or Bachelor's degree in any academic major AND at least three years of experience in District level supervision/management of school nutrition programs.

License or Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Food Manager Certification (ServSafe Manager certification or equivalent)
- 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:

- Office environment
- School Site kitchens

Physical Demands:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for prolonged periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Lifting objects up to 30 pounds.