



PERSONNEL COMMISSION

Class Code: 5061
Salary Range: 42 (M2)

NUTRITION SERVICES MANAGER

JOB SUMMARY

Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan and coordinate activities and operations necessary for planning, procurement, scheduling of menus, large volume production, delivery, and service of food to food service program recipients. **E**
- Plan, organize and direct the preparation, delivery and service of menu components and assure food quality and food safety standards are maintained, supporting recipes and directions are followed, food usage is documented and equipment is properly used and maintained. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Assure maintenance of safety and sanitary conditions in the use, preparation, handling, and storage of such things as food, supplies, equipment, utensils, and work areas. **E**
- Direct the preparation of and prepare and maintain a variety of records and reports related to food service activities including inventory, requisitions, menu planning and daily reports; compose correspondence and memoranda as necessary. **E**
- Coordinate services and staff to provide specialized dietary needs, special program needs, satellite service support or modified temporary meal service. **E**
- Develop and recommend policies, rules, regulations, schedules, and procedures for food service operations including menu development or substitutions, recipes, food preparation and service, cleaning, personnel and staffing, in-service or on-the-job training, food order and commodity processing and safety. **E**
- Drive a vehicle to site cafeterias to observe site operations and assure standards of quality and sanitation, applicable laws, health regulations and time lines are met; analyze data relating to site operations and recommend improvements; follow up and correct health inspection report deficiencies. **E**

- Communicate with administrators, site staff and suppliers regarding program needs, menus, equipment, use of commodities, government standards, general concerns, and related matters. ***E***
- Develop and update contracts, bid specifications, standards, policies and procedures. ***E***
- Participate in or conduct the analysis and development of operational activities relative to the departmental budget, including income and expenditures estimates, and staffing patterns and costs. ***E***
- Participate in or perform necessary research and planning for facility construction or modification, relocation or installation of equipment. ***E***
- Test food products and establish procedures for the use of such things as ease of preparation, usefulness, acceptability by user population, reliability of supplier and supplies. ***E***
- Evaluate and recommend new and replacement foods and commodity items. ***E***
- Plan, organize, and conduct educational or training programs related to nutrition, consumer economics and food for employees, children, parents or civic groups. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***E***
- Attend a variety of meetings, conferences and workshops related to assigned activities.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Manager directs the activities, operations and staff of approximately twenty school cafeterias. Incumbents in this classification are expected to demonstrate professional level technical and managerial expertise.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of large scale nutrition service management, food preparation, and program administration.

Methods of storing, heating, and serving food.

Food values and nutrition.

Administrative practices and budgetary processes and principles.

Financial record keeping and cost control procedures.

Principles and practices of administration, supervision and training.

Menu planning to satisfy nutritional and budgetary goals.

Material and equipment needs for various size cafeterias or kitchen operations.

Appropriate safety and sanitation precautions and procedures.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Analyze, plan, organize and direct the work of others engaged in the production of high quality foods, in large quantities.

Train, supervise and evaluate assigned staff.

Prepare and test new recipes, food or commodity products, or related supplies or equipment.

Review, analyze, and modify work schedules, procedures and methods.

Plan balanced menus and follow standardized recipes.

Coordinate and organize people and other resources to meet production requirements.

Operate and use modern commercial kitchen equipment and utensils.

Prepare clear, concise and accurate reports, memos and required documents.

Maintain a variety of records related to assigned activities including income, expenditure and cost control records.

Interpret, apply and explain regulations relating to the Child Nutrition program.

Plan and conduct in-service training programs for nutrition service employees.

Speak clearly and effectively before individuals and groups.

Remain current in technical developments in institutional food service and child nutrition, evaluate them and make recommendations for change.

Establish and maintain effective working relations with others.

Recognize and correct safety and sanitation hazards.

Education and Training:

Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Experience:

Two years of experience at a supervisory or management level in an institutional food service organization.

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Exposure to variation in temperatures from 90 degrees Fahrenheit in kitchens to minus 5 degrees in freezers.

Noise and steam in school kitchens.

School cafeteria and office environment.

Outdoor events.

Driving a vehicle to travel to school sites.

PHYSICAL DEMANDS

Light lifting and carrying.

Sitting, standing or walking for extended periods of time.

Hearing and speaking to exchange information and deliver oral presentations.

Bending, stooping and stretching.

Dexterity of hands and fingers to operate food service equipment and a computer keyboard.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/19/03

Revised: 7/1/2004

Revised: 1/13/2005

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