



SCHOOL NUTRITION MANAGER

Position Summary

The School Nutrition Manager is responsible for assisting department director in planning, implementing, overseeing, managing and reviewing operational and administrative elements of districtwide nutrition programs. An incumbent is responsible for monitoring nutrition services staff and operations at school sites to ensure compliance with federal and state law in addition to and district policy and procedures. This position may be assigned site monitoring for one or more regions and be assigned an administrative specialty area, including but not limited to: staff recruitment, training, and retention; program financial viability; food quality, menu development, and nutrition analysis; food and staff safety; nutritional literacy programming and outreach; and all functions that would assure successful operations of the department.

Supervisory Relationship

This position reports to the department director and supervises the work of site based food services employees at different district work sites.

Essential Functions

The statements below reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assists the department director in planning, organizing, managing and evaluating the work of nutrition services staff; participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; assists in coordinating and integrating department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
3. Coordinates, manages and participates in recruitment, training, assignment and supervision of personnel at school sites; assists in evaluating training needs and plans and implements staff training and development programs; develops and reviews work schedules and standards with staff; and ensures adequate staff coverage at school sites.
4. Conducts frequent site visits to monitor food service operations and ensure their compliance with local, state, and federal food safety laws, regulations, and other applicable codes and standards. Manages, monitors and evaluates the work of staff at school sites engaged in: customer service, setup of cafeteria, salad bars, and other food stations; basic food preparation, heating and plating; recording meals served and

- accepting payments; cleaning and sanitation of equipment and serving areas; and safe storage and handling of food; and equipment maintenance and repairs.
5. Supervises staff, including developing staff training and coaching programs, performance management, conducting employee performance reviews, and establishing maximally efficient work schedules in coordination with departmental staff.
 6. Ensures compliance with rules and regulations pertaining to various federal school meal programs, including the National School Lunch Program, Child and Adult Care Food Program (CACFP), and the School Breakfast Program. Responds effectively to any identified deficiencies.
 7. Ensures adherence of nutrition services programs to application processes and meal accountability with regards to free and reduced-price meal applications; ensures adherence to federal guidelines; oversees reporting of student utilization of food services and the collection of student meal fees.
 8. Assists administrators in developing and implementing departmental budgets, long-range planning, and facilities planning.
 9. Represents District and Nutrition Services Department at various committees and before special interest groups, citizen organizations, and other public meetings.
 10. Complies with all department and district policies and procedures.
 11. Maintains regular and prompt attendance.
 12. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Methods and techniques of overseeing and managing large-scale nutrition service program operations and training methods.
2. Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and cost controls.
3. Federal and state regulations governing child nutrition programs, including free and reduced meal programs for eligible students.
4. Knowledge of nutritional literacy and understanding of fresh fruits and vegetables, minimally processed foods, healthy protein, and alternative foods for dietary restrictions.
5. Methods and practices of sanitary food handling and storage.
6. Methods of proper operation and maintenance of food service equipment.
7. Methods for developing, training, and maintaining standard operating procedures.
8. Principles and practices of effective management and supervision.
9. Strategies for cost-effectiveness and efficiency, evaluating alternatives and developing sound recommendations for improvement.
10. Analysis and reporting of program data for different uses and audiences.
11. Ability to communicate clearly and effectively, both orally and in writing.
12. Ability to exercise sound, expert independent judgment within general policy guidelines.
13. Ability to exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Ability to establish and maintain effective working relationships with district, administrators, staff, vendors, parents, students and others encountered in the course of work.
15. Working knowledge of technology and software for nutrition service programs, such as point of sale software, menu and nutrition analysis software, Excel, Word, email, electronic document storage, and other applications.

Minimum Qualifications

- Must possess Bachelor's Degree in related field and two years of experience supervising and planning for high-volume food production and food service operations; or equivalent combination of education and experience necessary to perform the job functions.
- Must hold and maintain a valid driver's license with required insurance coverage.
- Must have access to reliable transportation.
- Must possess current Lane County Food Handler's Card or ServSafe certification.
- Must possess excellent written and oral communications skills.

Working Conditions

- Full-time; 12-month work schedule, frequently in excess of 40 hours a week.
- The School Nutrition Manager works both in an office environment as well as in school kitchens and cafeterias.
- The work environment will frequently include moderate noise and exposure to wet and dry conditions, fumes, cleaning solvents, vibration, significant temperature changes, hazardous chemicals, and blood-borne pathogens.
- The incumbent must be able to remain stationary for prolonged periods of time, position and reposition oneself in restricted spaces, push, pull, bend, stoop, kneel, reach, write, speak, and hear. Occasional moving objects and materials up to 75 pounds may be required.
- The work may be performed indoors or outdoors.
- Travel between various District sites is required, as is regular focus on a computer screen. Occasional attendance at meetings or activities outside of normal working hours is required, as are mandatory trainings and educational events sponsored by the District.
- Position may be required to work during hazardous weather or other non-school days as necessary for program functioning.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 7 (12 month calendar)
Developed by	Holly Langan, Support Services Manager
Approved by	Cydney Vandercar, Asst. Superintendent Administrative Svcs.
Last revised	March 25, 2019