



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Food Service Program Manager

Established date: 7/1/2015

Revision date: 4/24/2018

GENERAL PURPOSE

Under direction, coordinates District food production, packaging and preparation schedules to meet distribution deadlines; assists with the formulation of menus and implements portion sizes in accordance with state and federal nutritional and dietary guidelines; estimates food supply inventory to maintain adequate stock levels and efficient operations; leads and participates in the work of other employees engaged in the preparation, handling and serving of food; oversees maintenance of food service areas, facilities and equipment; ensures clean and sanitary conditions; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Food Service Program Manager performs a wide variety of responsible duties in the coordination and implementation of the food service program. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying information and interacting with and handling routine to non-routine questions, complaints and problems based on knowledge gained through experience.

This position is directly responsible to the Director of Food Services or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, provides work guidance and direction, and participates in the work of food services staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper use of equipment and safe work practices; provides input to the supervisor on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
2. Follows national guidelines for school breakfast and lunch programs in estimating food needs; requisitions food and supplies from vendors; verifies cost, quantity and quality of items received and advises Director concerning improper quality/condition of items received.
3. Ensures proper storage of all items according to prescribed standards; inventories items according to established system; rotates stock in a timely manner.
4. Schedules and participates in food production work; follows planned menus with occasional substitutions as allowed; observes food preparation and line service to ensure quality and proper presentation of food.
5. Develops and implements kitchen and food-storage area cleaning schedule; directs and ensures employee sanitation and cleanliness.
6. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods and materials used in preparing, serving and transporting food.
2. Principles of good nutrition.
3. Food-handling techniques.
4. Recipes and processes for completing the preparation and serving of food in large quantities.
5. Methods of cleaning and maintaining food service areas, utensils and equipment.
6. Safety and sanitation guidelines/regulations.
7. State and federal regulations governing school food service programs.
8. Practices and techniques of program analysis including data collection methods and analytical procedures appropriate school food services.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Basic bookkeeping and elementary accounting procedures.
11. Records management, recordkeeping, filing and basic purchasing practices and procedures.
12. District rules, policies and procedures applicable to all areas of responsibility.
13. Basic practices and techniques for scheduling and coordinating the activities of other food service staff.
14. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
15. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Assign and inspect the work of food services staff.
2. Estimate quantities needed and compute servings per purchased unit.
3. Safely operate appliances and equipment in a centralized kitchen and at school cafeterias.
4. Prepare food in large quantities to quality standards.
5. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
6. Reach sound decisions in accordance with District and school policies and procedures.
7. Communicate effectively, both orally and in writing.
8. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
9. Prepare clear and accurate reports, documents, data entries and files.
10. Understand and follow written and oral instructions and recipes.
11. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.
12. Safely and legally operate a delivery vehicle
13. Learn and apply proper method of food storage in preventing spoilage, contamination, and damage.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and two years of college-level coursework in food and nutrition, dietetics, home economics, business administration or a related subject, and three years of work experience in food service in a commercial, institutional or school setting; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance program. Within the first 6 months of employment, must obtain Food Safety Manager certification from a recognized provider approved by the Department of Health Services.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 80 pounds with assistance. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, vendors, students and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a kitchen or cafeteria environment where the noise level is usually moderate. The employee frequently works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing