

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/21	<u>MANAGER, NUTRITION SERVICES</u>	3.13.8
Effective Date	Job Title	Index

**PRIMARY FUNCTION:** The Nutrition Services Manager is responsible for the management of the District's Nutrition Services program contract. Responsibilities include, but are not limited to, contract management, supervision and training of all district Nutrition Services staff, development and organization of the Nutrition Services function, budgeting and assisting in the financial management of the Nutrition Services program, ensuring high standards for food quality, sanitation and safety are maintained, and facilitating relationships with education partners, including administrators, staff, parents, and students.

**ESSENTIAL FUNCTIONS OF THE JOB** - May include, but are not limited to, the following:

1. Provides leadership for the District in the management of the Nutrition Services program.
2. Oversees, plans, organizes, and directs the procurement systems for food, equipment, and services for the Nutrition Services program.
3. Working with contracted vendor:
  - a. Establishes Nutrition Services strategies by evaluating trends; determining, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change.
  - b. Establishes a pricing structure for meals and food items that follows federal, state and local guidelines.
  - c. Meets all federal and state professional standard requirements for operating School Breakfast and National School Lunch programs.
  - d. Develops and implements nutritionally-sound menus to comply with federal, state and local regulations; monitors compliance at all school sites.
  - e. Develops specifications for food, supplies, and equipment bids and quotations to meet short and long-term goals.
  - f. Ensures compliance with procedures for collecting, reconciling, depositing, and disbursing funds.
  - g. Establishes procedures to maintain required daily food production records at each site.
  - h. Analyzes work methods in school kitchens to achieve maximum efficiency and effective management of inventory; creates procedures for the proper care, preventative maintenance, and repair of equipment.
  - i. Assures resolution of problems or emergencies affecting the availability or quality of Nutrition Services.
4. Selects, supervises, responds to routine personnel matters, and evaluates district Nutrition Services staff.
5. Assists the Director of Budget and Financial Services in preparing budgets that appropriately reflect financial goals.
6. Serves as a communication link between Nutrition Services staff, district staff, parents, and other community members in a professional manner; provides exceptional customer service.

7. Provides professional development to district staff in areas of food production, sanitation, safety, and collaboration.
8. Establishes open communication and interactions with Nutrition Services staff and continually builds relationships built on trust and respect.
9. Cultivates and models a respectful working and learning environment.
10. Participates as an effective team member.
11. Maintains professional and technical knowledge by participating in professional development opportunities.
12. Performs other duties as needed.

## **DESIRED QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Demonstrates a willingness to engage in candid conversations focused on continually improving the nutrition services program.

Knowledge and ability to follow and implement policies as required by USDA and ODE for the National School Lunch Program, Snack Program, and Breakfast Program.

Ability to coordinate and administer the computerized meal accountability system and other computer systems used by the food service department.

Knowledge of contract negotiation and administration.

Strong interpersonal skills – a team builder and a team player.

Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions.

Strong supporter of all staff and students.

A strong work ethic.

### **Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Bachelor's degree in business administration, institutional food service management or hotel and restaurant management, and three years of supervisory experience in child nutrition programs or three years of commensurate program/policy level responsibilities in a large complex organization.

Experience in developing and managing budgets and the development of proper procedures for fiscal control. Ability to coordinate and implement special diet needs for students as required by the American Disabilities Act and USDA.

### **WORK ENVIRONMENT:**

Climate controlled office settings and exposure to low noise intensity levels.

**PHYSICAL REQUIREMENTS:**

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 20 pounds frequently and 20-25 pounds on occasion. Negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.