

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Nutrition Services Manager	REPORTS TO:	District Supervisor I, Food Service
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	203 Days
BOARD APPROVAL:	February 13, 2019	SALARY:	F-21/CSEA 143 Salary Schedule

BASIC FUNCTION:

Plan, organize and oversee the food service operations at an assigned school or region to provide timely delivery of high quality services; train, manage, contribute to the evaluation of performance and monitor district expectations of assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position 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 is intended to accurately reflect the principal job elements.)

Plan, organize and oversee the food service operations at an assigned school oversee the preparation to meet the needs of students and staff, serving, packaging and storage of food in accordance with established guidelines and procedures. *E*

Manage and oversee the timely quality service in the serving of meals to students, teachers and other staff at an assigned site or region; participate in food serving and preparation as needed; assure compliance with serving size requirements. *E*

Prioritize, schedule, delegate, and oversee work of assigned personnel; train, oversee, report on discipline needs, provide input for the evaluation of assigned staff; participate in the selection of new employees as directed. *E*

Process meal applications and issue tickets for the meal program following federal, State and District regulations. Assist campus cafes with meal application process as needed. *E*

Train and provide work direction on-site and in classroom setting. *E*

Ensure proper cleanliness and maintenance of equipment and supplies used in the food service operation to provide a safe, clean, and orderly learning and working environment; ensure compliance with safety and sanitation regulations. *E*

Prepare and maintain a variety of accurate and timely reports and records including inventory, requisitions, daily reports, menu planning, payroll records, site visitation review and reports, and production sheets; prepare, review and record meal counts from transport records. *E*

Review reports and audit findings for Breakfast, Lunch, Supper, Saturday Academy, Green Space, Blue Space, Supersnack, Fresh Fruit and Vegetable Program, After School Snack Program, Summer Feeding and any other feeding programs from food service meal services sites to ensure accuracy and provide corrective action documentation (CAD) as required. *E*

Collaborate with district supervisor regarding cafeteria needs, conditions, and menu changes; maintain high quality food standards related to taste, appearance and good nutrition; maintain Federal and State standards. *E*

Collaborate with district supervisor regarding the food service operations and cost effectiveness to ensure the financial viability of the District. *E*

Provide specialized support for the purchase or acquisition of district-wide food service equipment, supplies, commodities and associated products to meet the needs of students and families. *E*

Estimate and requisition meal/food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of meal/food and supplies; utilize proper methods of storing foods. *E*

Operate a variety of equipment and machines used in a school cafeteria. *E*

Oversee the timely quality service in the serving of meals to students, teachers and other staff; participate in food serving preparation as needed; ensure compliance with serving size requirements. *E*

Participate and attend meetings related to food service operations and activities. *E*

Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served. *E*

Oversee food service personnel with cashiering and daily service activities as needed; clean food service equipment, utensils and appliances; ensure compliance with kitchen sanitation and safety procedures and regulations. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience in quantity food cooking, baking and preparation.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of two Food Service approved courses; valid Food Safety Certificate required; valid California driver's license preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of a school cafeteria.

Methods and procedures related to the operations of a school cafeteria.

Operation of computer terminal and point of sale terminal.

Principles and methods of quantity food service preparation, serving and storage.

Standard kitchen equipment, utensils and measurements.

Methods of computing food quantities required by weekly or monthly menus.

Sanitation and safety practices related to transporting and serving food.

Principals of nutrition.

Accurate record-keeping techniques.

Principles and practices of training and providing work direction.

Food Services software and accountability program.

Interpersonal skills using tact, patience and courtesy.

Current rules, regulations, and eligibility requirements related to the National School Lunch Program and other Federal and State meal program requirements.

ABILITY TO:

Plan, organize and oversee food service operations at an assigned location or region.

Estimate food quantities and requisition proper amounts for economical food service.

Operate standard cafeteria equipment and appliances.

Prepare nutritious and appetizing food in quantity as necessary to meet the needs of students and staff.

Maintain and prepare complete, accurate and timely records.

Add, subtract, multiply and divide quickly and accurately.

Communicate, understand and follow both oral and written directions effectively.
Work independently with little direction and many interruptions.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Plan and organize work to meet schedules and time lines.
Train, oversee, contribute to evaluations, monitor district expectations are being meet and regularly support professional growth.
Accurately account for cash transactions.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate effectively both orally and in writing.
Operate Food Services software and accountability program.
Inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Learn District organization, operations, policies, objectives and goals.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers; exposure to cleaning agents and pesticides.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; bending at the waist.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions