


Santa Rosa City Schools

	DRAFT POSITION DESCRIPTION
Title: Operations Manager, Child Nutrition Services	
Department: Business Services	FLSA Classification: Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis
Bargaining Unit: None	Work Year: 10-Month (202 work days)
Reports to: Director, Child Nutrition Services	Board Approval Date: Pending

Salary Grade: Classified Scheduled Management Salary Schedule (Range 5 Prorated)

DEFINITION:

Child Nutrition Services Operations Manager, under the direction of the Child Nutrition Services Director, is responsible for planning, implementing, overseeing, supervising and reviewing operations, procurement, recipe and menu cycle development & maintenance, and administrative elements of District-wide Nutrition Services programs. Emphasis is placed on management of school site operations.

An incumbent is responsible for monitoring Child Nutrition Services staff and operations at school sites to ensure compliance with federal, state, and district rules and regulations. Assignments are broad in scope, allowing for a high degree of independent discretion in their execution.

QUALIFICATIONS:

Education: Bachelor’s degree or equivalent advanced training and experience pertinent to the position requirements. Examples include an Associate’s degree in culinary, business, education, purchasing or nutrition as well as relevant experience.

Experience: At least two years of progressively responsible experience in large-scale (minimum 2,000 meals per day) food service, food preparation, and menu planning, with experience in school based programs preferred; or an equivalent combination of training and experience.

Over five years of experience in food services at least two of which was in a supervisory capacity with oversight of staff numbers in excess of 10 is preferred.

License and/or other qualifications:

- Valid California Driver’s License
- Current *Servsafe Manager Certification* (must acquire after one month of employment)

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Understands and is able to communicate the philosophy of the Santa Rosa City Schools Child Nutrition Services Program. On a daily basis helps to deliver information to the CNS staff and school populations about the District Wellness Policy, the meals, the sources of the food, the recipes, and the overall Nutrition Services program goals.
2. Plans, supervises, and coordinates daily Food Service operations at school sites to ensure compliance with federal, state, and District regulations and policies.
3. Under the direction of the Director, implements departmental plans, work programs, processes, procedures, and policies required to achieve overall department performance results.
4. Assists in coordinating and integrating department functions and responsibilities to achieve optimal efficiency and effectiveness while monitoring performance against the annual departmental budget.
5. Coordinates, supervises and participates in selection, training, assignment evaluation and supervision of assigned personnel at school sites; evaluates training needs and plans and assists in implementation of staff training and development programs.
6. Ensures adherence of CNS program to application processes and meal accountability records for the National School Lunch Program, and Child and Adult Care Feeding Program as specified by the State of California.
7. Under the direction of the CNS Director, supervises procurement, receiving, storage, and transportation of food and supplies for the program, with a knowledge of and emphasis in sustainable whole foods systems. Develops, tests, and manages recipe development, menu cycles for all age groups and meal types.
8. Coordinates and maintains CNS Department staff schedules. Coordinates with office staff and site staff to ensure the maintenance of budgeted FTE, assignment of subs as needed,
9. Reviews employment applications, interviewing, and recommendations for hiring of site staff.
10. Analyze food service operation for cost effectiveness and efficiency consistent with FS Department Program, evaluate alternatives, and develop sound recommendations for improvement.
11. Be aware and help to create a physically and mentally safe environment for self and others.
12. Trains, supports and supervises staff in use of Titan School Solutions systems; POS systems; CNS Department Standard Operating Procedures; NSLP compliance procedure in proper recordkeeping for daily production; safe and proper use of all mechanical equipment used in CNS sites and Central Kitchen.
13. Evaluates performance of employees; provides input into the performance appraisal.
14. Addresses complaints and resolution of problems.
15. Develop and implement opportunities for professional development and career planning for supervised staff.
16. Participate in menu planning and production planning activities.
17. Support Nutrition Education activities at school sites.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. English language skills
2. Spanish language skills preferred

3. Methods and techniques of overseeing and managing large-scale food service program operations, including cost accounting techniques and training methods
4. Microsoft Office Word and Excel
5. Google G-Suite Programs
6. Working knowledge of K-12 food service software, including; application management, point of sale, and back office management modules (Must acquire within 4 months of start date)
7. Working knowledge of project management software (Must acquire within 4 months of start date)

Ability to:

1. Communicate effectively with oral and written formats
2. Develop and maintain interpersonal relationships
3. Perform basic math and accounting tasks
4. Perform tasks with a personal computer, using keyboarding and word processing skills
5. Perform customer service and public relations skills
6. Demonstrate critical thinking and problem solving skills
7. Demonstrate organizational skills
8. Manage confidentiality in all aspects of the job.
9. Manage multiple tasks with frequent interruptions.
10. Diffuse and manage volatile and stressful situations.
11. Be on call outside of normal business hours when necessary.
12. Prepare and maintain records, compile and verify data, and prepare reports for district management and federal and state funding and regulatory agencies.
13. Organize and supervise menu planning and recipe preparation and testing.
14. Establish and maintain effective working relationships with district staff, administrators, staff, vendors, parents, and others encountered in the course of work.
15. Train and evaluate district staff in all HACCP Standard Operating Procedures.
16. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
17. Provide excellent customer service

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Provide coverage of absent employees as needed
2. Participate in daily work of supervised employees as needed.
3. Supports and understands District rules, human resources policies, and procedures and labor contract provisions.
4. Report and address all unsafe working conditions.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of district vehicles and pallet jacks on a regular basis. Use of forklifts rarely.
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment typical of large scale food service operations.
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise level typical of large food service operations.
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conditions typical of food service operation.
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaning chemicals associated with food service operations.
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of personal protective equipment as needed.
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)				X	
Twisting (Waist)				X	
Squatting			X		
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
D = Dominant Hand ND = Non Dominant hand					
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
LIFTING					
1-10 lbs				X	
11-25 lbs				X	
26-50 lbs			X		
51-75 lbs		X			
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
CARRYING					
1-10 lbs				X	
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE: This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.