

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: OPERATIONS MANAGER - FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, plan, coordinate and oversee the activities at all levels of food preparation, and kitchen operations; organize and monitor the ordering, receiving and storage, and delivery of food, equipment, and related supplies for food service kitchens; coordinate and implement menu and recipe preparation functions; assure compliance with nutritional content and applicable federal regulations and nutrition standards; prepare and maintain department budgets and accounts; train, supervise, evaluate, and provide leadership for all assigned food service personnel.

ESSENTIAL FUNCTIONS:

Plan, coordinate and oversee the activities of all levels of operations, cafeterias; develop new methods of improving the District Food Service program; oversee the development and implementation of various State and Federal food programs; develop, review, and maintain departmental procedures to ensure compliance with Federal, State and County regulatory agencies.

Organize and monitor the ordering, receiving and storage of food and related supplies to all sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels and input related information into assigned software system.

Coordinate and implement menus, menu production records, develop recipe standards, monitor preparation schedules; assure compliance with nutritional content and applicable federal regulations and nutrition standards; coordinate menu cycles for all school meals; coordinate student taste tests.

Monitor and assist with department budgets and accounts as necessary; establish Department objectives and adjust budgets as appropriate; analyze financial information to determine and resolve cost efficiency issues; perform labor analysis and cost control studies.

Review and evaluate the performance of assigned food service staff; coordinate and oversee the recruitment, selection, assignment and training of all school cafeteria personnel; assist with employee discipline and promotion.

Travel to school sites and evaluate food for quality; inspect school facilities for proper sanitation and operational efficiency.

Effectively communicates management decisions to achieve understanding and acceptance to food service staff and students, to communicate effectively with administrators, students, parents and various out side agencies to exchange information and resolve issue or concerns related to the District Food and Nutrition Services program.

Provide leadership and supervision that promotes a common purpose, teamwork, and strengthens employee morale; effectively manage change.

Develop, review, and maintain a variety of records and reports related to assigned activities; establish and maintain filing systems.

Operate a variety of office equipment including a telephone, copier, fax machine, computer and assigned software; operate a vehicle to conduct work.

Assist in planning cafeteria/kitchen layouts; coordinate the ordering and placement of appropriate equipment.

Coordinate, arrange, conduct and review production schedule, safety meetings, in-services, and workshops; attend and participate in conferences and committees, as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a large food service program.

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in a large school district food service operation.

Menu analysis and development techniques.

Principles and practices of supervision and training.

Nutritional requirements of school-aged children.

Applicable laws, rules, regulations and standards related to assigned activities.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Sanitation and safety practices related to food safety and sanitation all types of food preparation environments.

Inventory methods and practices.

Budget preparation and control.

Modern office practices, procedures and equipment.

Proper lifting techniques.

ABILITY TO:

Plan, coordinate and supervise the activities of a large food service operation.

Organize and monitor the ordering, receiving, distribution, delivery and storage of food and related supplies for District schools.

Coordinate and implement menu and recipe preparation functions.

Assure compliance with nutritional content and applicable federal regulations and nutrition standards.

Prepare and maintain department budgets and accounts.

Train, supervise and evaluate assigned food service personnel.

Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

Operate a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of laws, rules and regulations related to assigned activities.
Plan and organize work.
Prioritize and schedule work.
Observe health and safety regulations.
Work independently with little direction.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Reach overhead and above shoulders to retrieve various items.
Bend at the waist, kneel or crouch to retrieve files.
Sit or stand for extended periods of time.
Use proper lifting, and pushing and pulling techniques

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Bachelor's degree with emphasis in nutrition, dietetics, business administration or a related field and four years progressively responsible supervisory experience in a food service operation.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety and Sanitation Certificate.
Valid California driver's license.
Floor-lift 40 pounds; arm-lift 40 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Office, food service, **and warehouse** environment.
Driving a vehicle to conduct work.