

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-FOOD AND NUTRITION SERVICES ELEMENTARY

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, plan, coordinate and oversee the activities of elementary school cafeterias; organize and monitor the ordering, receiving and storage of food and related supplies for District elementary 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 and Nutrition Services personnel.

ESSENTIAL FUNCTIONS:

Plan, coordinate and oversee the activities of elementary school cafeterias; develop new methods of improving the District Food and Nutrition Services program; implement and monitor 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 elementary 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.

Coordinate and implement menu and recipe preparation functions; assure compliance with nutritional content and applicable federal regulations and nutrition standards; coordinate menu cycles for elementary school meals; coordinate student taste tests.

Maintain and monitor department budgets and accounts; 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.

Supervise, review and evaluate the performance of assigned Food and Nutrition Services staff; coordinate and oversee the recruitment, selection, assignment and training of elementary 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.

Communicate with administrators, Food and Nutrition Services staff, parents and various outside agencies to exchange information and resolve issue or concerns related to the District Food and Nutrition Services program.

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, calculator, 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, and conduct production schedule and safety meetings, inservices, and workshops; attend and participate in assigned conferences and committees.

Assist with coordinating public relations; assist with preparing newsletters, handouts, pamphlets and other informative materials concerning the Food and Nutrition Services program; disseminate materials to personnel, parents and the community

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 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 cooking and serving food.

Inventory methods and practices.

Budget preparation and control.

Modern office practices, procedures and equipment.

Proper lifting techniques.

ABILITY TO:

Plan, coordinate and oversee the activities of elementary school cafeterias.

Organize and monitor the ordering, receiving, storage and inventory of food and related supplies for District elementary 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 methods.

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 and food service environment.
Driving a vehicle to conduct work.