

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-FOOD AND NUTRITION SERVICES PRODUCTION

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, manage the operations of a large food processing center; coordinate and oversee the production, distribution and delivery of food and supplies; 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.

ESSENTIAL FUNCTIONS:

Develop new methods of improving the district's Food and Nutritional 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.

Plan, coordinate, and oversee the activities of a large food processing center.

Develop and maintain a production records system verifying compliance with United State Department of Agriculture Guidelines and Regulations.

Coordinate and oversee the production, distribution and delivery of food and supplies; coordinate supplies for special catering requests; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; monitor inventory levels and input related information into assigned software system; evaluate and review products for quality and cost efficiency.

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

Establish Department objectives and adjusting 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 service staff; coordinate and oversee the recruitment, selection, scheduling, assignment and training of personnel; assist with employee discipline and promotion.

Maintain and monitor department budgets and accounts.

Coordinate and implement production schedules to assure cost efficiency of personnel and equipment use; assure operations meet State and federal requirements for proper sanitation and safety.

Contact other food service administrators regarding recipe development, menu planning and quality control issues; communicate with vendors, administrators, food service personnel, other departments and various

outside agencies to exchange information and resolve issues or concerns.

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.

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

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and operation of a large food processing center.
- Procedures and equipment used in the production and processing of food.
- Food service and commodity purchasing and procurement principles, practices and procedures.
- Principles of safety and sanitation in a food processing environment.
- 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 producing and processing food.
- Proper lifting techniques.
- Inventory methods and practices.
- Budget preparation and control.
- Modern office practices, procedures and equipment.

ABILITY TO:

- Supervise the operation, manufacturing and warehousing of a large food processing center.
- Coordinate and supervise the production, distribution and delivery of food and supplies.
- Coordinate and implement menu and recipe preparation functions.
- Assure compliance with nutritional content and applicable federal regulations and nutrition standards.
- 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.
Use proper lifting methods.
Use proper techniques to push or pull items on rolling rack or cart.
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.

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 ServSafe Certification.
Valid California driver's license.
Floor-lift 40 pounds, arm-lift 40 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.
Driving a vehicle to conduct work.