



CLASS TITLE: OPERATIONS MANAGER, NUTRITION SERVICES

WORK YEAR: 12 Months

VACATION: 27 Days

REPORT TO: Director, Nutrition Services

BASIC FUNCTION:

Under the direction of the Director of Nutrition Services, plan, organize, guide, direct and supervise activities related to the operation of the National School Lunch and School Breakfast Programs at the District's elementary and secondary schools. Adhere, implement and assure compliance with all program rules, regulations, policies and procedures. Train, supervise and evaluate assigned staff.

RESPONSIBILITIES:

- Direct and supervise the program operations at the school sites. Provide guidance in the areas of food storage, handling, preparation and service.
- Assure quality control standards. Assure safety and sanitation guidelines are maintained. Monitor HACCP procedures at the school sites.
- Train, supervise and evaluate the performance of assigned staff. Participate in employee selection and make assignment recommendations.
- Monitor staffing levels at assigned sites. Make recommendations for staffing, schedule and service improvements.
- Assign available substitute workers.
- Review and implement written standards from the Nutrition Services Operations Manual.
- Evaluate assigned staff in a timely manner as per contracted schedules.
- Analyze site operation budgets. Monitor food and labor costs, make recommendations for program improvements as it relates to site operations.
- Review and monitor menu production records for program compliance.
- Provide basic instruction to site staff in the use of the computer point of sale system.
- Travel to school sites and conduct site inspections. Monitor areas that include but are not limited to: inventory, safety and sanitation, customer service, and equipment.
- Report operational problems to the assigned supervisor.

- Provide guidance to site staff on cash handling.
- Complete payroll related record keeping and assure proper reporting of time worked and absences.
- Participate in monthly site operations meetings with assigned supervisors.
- Serve on assigned committees and advisory groups.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Basic nutrition.

Principles of supervision, training and evaluation.

Concepts of work simplification, safety and sanitation, production scheduling.

Principles of large quantity food preparation and service.

Food ordering, handling and storage practices.

Proper utilization and care of food service equipment.

Record keeping and report preparation.

Business mathematics.

ABILITY TO:

Plan, assign, train, review and evaluate the activities and work performed by assigned staff.

Apply applicable Federal, State and local laws.

Apply applicable HACCP guidelines.

Analyze, interpret and implement technical operational procedures.

Prepare clear, concise and complete reports, directives, and recommendations regarding work procedures.

Compile and analyze data.

Resolve operational problems, concerns and conflicts.

Operate a computer.

Communicate effectively, both orally and in writing.

Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Bachelor's degree in food management (or related field) and two (2) years of responsible food service supervisory experience in institutional or commercial large quantity food preparation and service facility. Experience in a K-12 school district child nutrition program is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Riverside County Food Handler's Certification

Valid National Food Safety Managers Certificate (ServSafe Certification or equivalent).

Must maintain a minimum of 10 hours of annual continuing education in accordance to the USDA Professional Standards

WORKING CONDITIONS ENVIRONMENT:

Office and school kitchen environment.

Driving a vehicle to conduct site visitations.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.