

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>TITLE:</b> Manager of Food Services	<b>CLASSIFICATION:</b> Classified Management
<b>REPORTS TO:</b> Chief Financial Officer	<b>SALARY SCHEDULE:</b> Classified Manager
<b>WORK YEAR:</b> 12 Month	<b>BOARD APPROVAL:</b> 2/19/2015
	<b>BOARD REVISION:</b>

**PRIMARY FUNCTION:** Under the direction of the Chief Financial Officer or Superintendent designee, plan, organize, control and direct the programs and activities of food services/child nutrition program, including all school sites, applicable charter school sites, and the central kitchen; manage warehouse activities, and coordinate assigned activities with other District functions and outside agencies; assist the Chief Financial Officer, as directed.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by assuring an efficient, fiscally run and compliant food services program that adequately supports the District's mission, vision, and goals to improve student learning. Supporting good nutrition for students during the school day also directly supports learning and good health.

**SUPERVISION OVER:** Food Service Coordinators & Food Service Assistants

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Plans, directs, manages and oversees services and activities in food services program including food quality, services and consumer needs at each school site; directs and oversees food production, storing, packaging and transport.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for food services program; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within District policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for food services program, including planning, designing and developing the menu; develops menu production records and specifications; ensures compliance with all nutritional requirements and regulations of the National School Lunch Program.
- Conducts site and employee quality checks; ensures compliance with regulations pertaining to food services.
- Oversee computerized Point of Sale System and other applicable computer applications.
- Selects, trains, motivates and evaluates food services personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the food services program annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implement adjustments.
- Compiles and prepares financial and related cash reports; maintains meal count records for reimbursement; ensures accurate and complete claims.

- Orders all food products; conducts vendor meetings; tests and researches products; recommends new products.
- Serves as liaison for Food Services with each school site, the District Office, and outside agencies, negotiates and resolves sensitive and controversial issues.
- Promotes consumer awareness; conducts surveys and receives feedback regarding meals; implements recommendations as appropriate.
- Coordinates and leads the Health & Wellness Committee.
- May serve as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of nutrition and food services.
- Responds to and resolves difficult and sensitive parent and student inquiries and complaints.
- May participate in the full range of duties assigned to staff, including food preparation, customer service, and clean-up.
- Performs other duties as assigned that support the overall objective and mission of the position and department.
- Operates a computer, assigned software programs, and standard office equipment in the preparation of correspondence, records, and reports.
- Maintains a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:**

- Equivalent to completion of the twelfth grade is required. Combination equivalent to: bachelor's degree from an accredited college or university with major course work in nutrition, food science, or a related field, supplemental college level coursework in public administration, personnel management or a related field is desirable.
- Five years of increasing responsible experience in food services and nutrition, including two years of supervisory or administrative responsibility, preferably in a public school system.

**LICENSES AND OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License, be insurable by the District's carrier, and have the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative T.B. test that is no more than four months old and renewable every four years.
- Possession of/or the ability to obtain a Serve Safe Certificate

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF:**

- Operational practices in and principles of Food Services management in a large institutional arena, including efficient and economical employee scheduling.
- Principles, practices and terminology of Food Services preferable as they apply to California school districts and law.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Purchasing, marketing, merchandising and accountability.

- Computer operations /data management, and computer-based systems with accompanying applications and peripheral equipment.
- District and department organization, operations, policies, goals and objectives. Demographic and multicultural characteristics of the community served by the District. District operations, goals and objectives.
- Food production, cooking, catering, menu development, nutrition and related experience.
- Office practices, procedures, etiquette and equipment use, including record keeping, filing systems, letter and report writing and telephone.
- Pertinent Federal, State, and local laws, codes and regulations.
- Procedures, methods and techniques of personnel interaction, discipline & instruction.

ABILITY TO\*:

- Plan, organize, and administer the food services program of the District.
- Plan, develop, implement, and review District budgets responsibly.
- Plan, coordinate, and direct a variety of complex operations.
- Prepare and present complex data in coherent written and oral reports.
- Reason, forecast, and project with accuracy.
- Represent the District in a variety of public settings.
- Maintain current knowledge of, interpret, understand, apply, and explain complex state and federal policy, law, regulation, and court decisions.
- Supervise, train, and evaluate the performance of assigned personnel.
- Analyze situations accurately and adopt an effective course of action.
- Develop schedules and meet deadlines.
- Operate a computer, assigned software programs, and standard office equipment.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Be self-motivated and approach problem solving proactively.
- Communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Communicate clearly, concisely and effectively in English: speaking, writing and reading. Develop meal menus with appropriate nutritional value.
- Develop and administer division goals, objectives and procedures. Follow general safety and hazardous materials procedures.
- Work both independently with little direction and as a part of a team.
- Meet district standards of professional conduct as outlined in Board Policy.

*\*Consideration will be given to qualified handicapped persons who with reasonable accommodation can perform the essential functions of the job.*

## **PHYSICAL ABILITIES:**

- The ability to lift 50 lbs.
- Performing routine, repetitive tasks on a continuous basis
- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Sitting, standing, stooping or bending for prolonged periods of time. Sufficient vision to read printed materials.
- Sufficient body movement and physical mobility to drive a car.
- Sufficient dexterity to write, operate telephone and office business machines.
- Mental ability to think quickly, logically and handle multiple tasks/projects simultaneously. Physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of heavy weight materials.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- The ability to perform repetitive arm and shoulder motions with moderate exertion.
- Visual acuity and depth perception to operate equipment, read a variety of materials and inspect work in progress.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.

## **WORKING CONDITIONS:**

### **SAMPLE ENVIRONMENT:**

- Office and cafeteria environment; exposure to heavy and hot kitchen equipment.