



Fremont Union High School District

Position: District Manager of Nutrition Services

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under the general direction of the Superintendent's designee, the District Manager of Nutrition Services plans, organizes, and directs the district-wide nutrition services program, including planning, purchasing, cost control, and personnel training functions. They understand and work effectively with people from other cultures.

Essential Duties & Responsibilities

As assessed by the Superintendent's designee, the outcomes of the District Manager of Nutrition Services' job performance will be as follows:

- Programs and operations of the school cafeteria will have been appropriately managed towards the goals of fiscal responsibility as established by the Board of Trustees.
- The basic menu pattern and price structure will have been adequately established at the beginning of each school year with the approval of the Board of Trustees.
- The school food program (breakfast, lunch, a la carte) will have been consistently managed to adequately meet the regulations as established by the California Bureau of Child Nutrition and USDA.
- Daily, monthly, and annual reports for the efficient establishment of work assignments at each school site will have been effectively analyzed and interpreted.
- All resources available will have been efficiently analyzed in order to establish sales prices and procedures that meet all program costs.
- Annual bids covering all foods purchased after testing and evaluating procedures will have been written in competent collaboration with Purchasing personnel.
- Research of food service equipment, and quotes and bids on items deemed necessary for the efficient management of the cafeterias, will have been obtained in competent collaboration with Purchasing personnel.
- The amounts of government commodity foods to be secured will have been competently established, foods will have been efficiently distributed, storage and usage will have been overseen, and recipes as needed to adequately use available foods will have been developed.
- Helpful assistance to site-based Nutrition Services Managers in efficient layout of equipment for more effective meal service will have been provided.
- Annual departmental budget estimates will have been competently prepared.
- Effective and adequate record and reporting systems that provide continual efficient analysis of the program and satisfy state and Federal requirements will have been established.
- A climate of cooperation to accomplish mutual objectives with all personnel, especially encouraging innovative and productive practices, will have been established.

- With the cooperation of the Human Resources Department, capable and efficient personnel as needed will have been interviewed, evaluated, and employed.
- Site Based Nutrition Services Managers will have been adequately trained so that they efficiently perform management duties and serve nutritionally balanced meals that are attractive and cost effective.
- The performance of employees will have been monitored on a daily basis and helpful assistance in work simplification methods will have been provided.
- The basic operational record keeping reports of each cafeteria unit and the establishment of cost controls will have been competently monitored.
- Cafeteria units will have been consistently checked on a daily basis for cleanliness and operational efficiency.
- All food products will have been continually checked for quality, quantity, and general presentation.
- Initiative and creativity will have been used in devising and adopting new methods for improving the school nutrition services program.
- Cooperative and effective relationships with principals, certificated staff, and classified staff will have been established and maintained.
- Timely and effective communication regarding incidents and/or situations which might impact the district office/schools will have been consistently provided to appropriate district personnel.
- Annual objectives deemed appropriate by the District Manager will have been established.
- Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
- Selection of Nutrition Services personnel, training and evaluation of staff, meetings with assigned personnel to provide technical work direction and general information, will have been assisted with.
- Other duties assigned by the Superintendent's designee will have been effectively accomplished.

Qualifications

Education and Experience:

- Equivalent to an A.A. degree in dietetics, food service management, business administration, or related field.
- Three (3) years of supervising experience in food service management, including responsibility for organizing and training personnel, financial controls, food purchasing, menu planning, and preparing and serving of foods in a school district, public institution, or large commercial establishment.

Knowledge and Abilities:

- Principles and practices of administration, supervision, and training.
- State and USDA regulations.
- Procedures and equipment used in preparation and serving food.
- Food values and nutrition, including proper combinations and substitutions.
- Food preparation.
- Basic operational record keeping and cost controls.
- Basic computer skills.

Personal:

- Character, personality, appearance, ability to work with others, and ability to work effectively in high stress situations.