

**MODESTO CITY SCHOOLS**  
**JOB DESCRIPTION**  
**MANAGER-NUTRITION SERVICES**

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**DEFINITION:**

Under the direction of the Director-Nutrition Services, plan, organize and direct assigned Nutrition Services operations and activities; train, supervise and evaluate the performance of assigned personnel; assure compliance with applicable local, state and federal regulations and nutrition standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize and direct assigned Nutrition Services operations and activities; maintain standards in food quality, sanitation and safety.
- Coordinate food service operations and activities District-wide; establish and maintain food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Develop employee schedules, assign employee duties and review work for compliance with established standards.
- Coordinate activities to assure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies needed for organization-wide food service activities; assure proper receipt, inspection and verification of incoming food and supplies.
- Provide technical expertise, information and assistance to the Director regarding assigned functions; identify ways to increase efficiency and streamline processes; assist in the formulation and development of policies, procedures and programs.
- Coordinate communications concerning health and nutrition for students, parents, personnel and the public; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition.
- Monitor and assess food service activities for financial effectiveness and operational efficiency; assist in the development and implementation of practices, policies, standards and procedures to enhance the financial effectiveness and operational efficiency of food service operations.
- Prepare and maintain of a variety of narrative and statistical reports, records and files related to personnel and assigned nutrition services activities.
- Schedule and supervise the overall production and distribution of food and maximize the utilization of personnel and equipment.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Assist in the development and management of the Nutrition Services Program budget; analyze and review budgetary and financial data.
- Operate a variety of standard office equipment including computer and assigned software; operate various food preparation and kitchen equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings; attend seminars, workshops and conferences; maintain current knowledge of District, State and federal policies and regulations related to child nutrition programs.

**OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Any combination equivalent to: Associate's degree in nutrition, dietetics, hotel and restaurant management or a related field and three years increasingly responsible experience in quantity food preparation, cooking and serving including experience in a lead or supervisory capacity in a school district or large commercial operation.

### **Licenses and other Requirements**

- Valid California Class C Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid Food Safety Manager Certificate.
- Valid Food Handlers Permit (ServSafe Certificate or its equivalent).
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

## **DESIRED QUALIFICATIONS:**

- Bachelor's Degree in dietetics, foods and nutrition, hotel and restaurant management, business administration or related subject area.

### **Knowledge of:**

- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions recipe development, catering and menu planning.
- Principles and practices of administration, supervision and training.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures regarding child nutrition programs.
- Methods of preparing, cooking and serving foods in large quantities.
- Food service quality, portion control and appearance standards related to food items.
- Methods of adjusting and extending recipes and proper substitutions.
- Inventory practices and procedures including storage and rotation of perishable food.
- Modern office practices, procedures and equipment.
- Operation of standard office equipment including a computer and assigned software.
- Record-keeping and report preparation techniques.
- Basic budget preparation and control.
- Kitchen equipment and utensils used in large scale nutrition programs.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

### **Ability to:**

- Supervise and evaluate the performance of assigned staff.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.

- Assure compliance with District, State and federal requirements regarding nutrition, sanitation, safety and record-keeping.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Monitor and assess food service activities for financial effectiveness and operational efficiency.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Observe health and safety regulations.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Kitchen environment.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects
- Seeing to read a variety of materials.

#### **Hazards:**

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 3/13/12**

**Board Approved: 8/4/97, 3/19/12**

**FLSA Status: Exempt**