

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Nutrition Services Operations Manager
SALARY PLACEMENT:	Non-Represented Salary Schedule

SUMMARY:

To supervise and coordinate the operations of the .nutrition services department; to assign, schedule, and review the work of .nutrition services staff; to keep assigned areas in a clean and orderly condition; to work with staff and students in resolving nutrition services needs; and to do related work as required.

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for providing leadership; training and overseeing work assignments of nutrition services staff.

SUPERVISOR:

Director of Nutrition Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists with the planning, training and assigning of nutrition services work schedules.
2. Makes work assignments and evaluates nutrition services employees' performance.
3. Assists the Nutrition Services Director with the development and presentation of training.
4. Orders, maintains inventory, and organizes site food and supplies, determining appropriate stock levels.
5. Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance, and safety.
6. Supervises work schedules, menu production, ala carte sales and food preparations for district and site functions as directed.
7. Assumes responsibility, under guidance of .Nutrition Services Director, for the quality and quantities of food needed to meet USDA, state and district menu requirements.
8. Supervises staffing needs at sites within established labor formula.
9. Participates in the interview and selection process for nutrition services staff.
10. Meets with sale representatives and evaluates new food items, equipment, and products used in the operation of the nutrition services department.
11. Keep records pertaining to nutrition services operations as required.
12. Handles special assignments as assigned by the Director of Nutrition Services.
13. Estimates appropriate quantities of food and the number of staff needed to prepare assigned recipes and food items within established time constraints, ensuring that no overages/shortages occur.

Knowledge of:

- Principles and practices of work direction.

- Proper materials and methods used in nutrition services.
- Safe work practices and procedures.
- Care and maintenance of nutrition services equipment.
- Food Handling, food preparation and use of cafeteria equipment.
- Sanitation and safety procedures related to school cafeterias.
- Food and supplies ordering, receiving and inventory control.
- Computer programs used in nutrition services.

Ability to:

- Plan, organize, and schedule the nutrition services activities at multiple sites.
- Operate and use equipment and tools associated with school nutrition services.
- Establish and maintain cooperative working relationships.
- Organize, supervise, train, evaluate, and assign the work of nutrition services staff.
- Keep records as required.
- Use word processing, spreadsheet and data base computer programs.
- Analyze problems and recommend and implement solutions.
- Effectively communicate both orally and in writing.

EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Three years of responsible experience in nutrition services including one year with lead responsibility.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License
 ServSave certification or equivalent

PHYSICAL REQUIREMENTS:

Frequently stand and walk for extended periods, stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, verbal communications; use kitchen equipment.

WORK ENVIRONMENT:

Work is both indoors and outside school facilities; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff and the public.

Adopted: August 3, 2005
 Revision: September 6, 2007
 Revision: October 25, 2014
 Adopted: November 5, 2014

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.