



Job Description

Prepared/Revised: **August 2023**

Job Title: **Manager, Nutrition Operations**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **3035**
FLSA Status: **Ex – A**
Pay Range: **L12**

SUMMARY: Responsible for managing and implementation of school breakfast, lunch, snack, and summer feeding programs. This includes organizing and maintaining compliance with state and federal guidelines, ensuring procurement policies upheld, equitable menu planning and compliance, inventory management, commodity management, food and supply purchasing, and related issues, through the use of district technology information systems. Develop and promote good community relations among various district, community and school stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the procurement of products for Nutrition Services through written specifications for competitive bids. Serve as a purchasing liaison and/or coordinator for food, supply, equipment, and software purchases department contracts. Implement and maintain order placement systems with vendors.	D	20%
2. Responsible for general program compliance and menu development for all applicable Child Nutrition Programs. Accountable for compliance of department, district, United States Department of Agriculture (USDA), state, and federal guidelines.	D	20%
3. Assist in budget development via menu cost analysis, contracted goods and services, and equipment purchases. Manage and perform duties required for USDA commodities including ordering and distribution to utilize commodities to the maximum extent possible.	D	15%
4. Responsible for the leadership of the Nutrition Services Operations Team and Nutrition Services Supervisors to ensure department compliance. Supervise, evaluate, and guide staff to maintain budgetary compliance, federal, state, and local requirements, and support department operations.	D	15%
4. Implement decisions, policies, procedures, and systems that comply with federal, state, local, and district directives. Provide research and special reports for the department as requested by the director. Responsible for review, approval and verification of reported time in district time and labor system. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
5. Visit schools regularly to conduct reviews of operations, production records, service standards, and assist staff with training. Responsible for GEMBA site visits based on operational needs and requirements.	D	10%
6. Oversight of the Child and Adult Care Food Program, Wellness Program and Dietetic Internship Program, and Nutrition Services Advisory Committees.	D	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in nutrition, dietetics, or related field preferred.
- Minimum of five (5) years of supervisory experience in nutrition.
- An equivalent combination of education and experience will be considered.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- American Dietetic Association Technician Registration (with BA) or American Dietetic Association Dietetic Registration (with BS) required.
- Must obtain within one (1) year of entering position, and thereafter maintain, Serve Safe Certification through School Nutrition Association (SNA).

- Must obtain within one (1) year of entering position, and thereafter maintain School Nutrition Specialist (SNS) credential through School Nutrition Association (SNA).
- Member of the School Nutrition Association (SNA) and Colorado School Nutrition Association (CSNA) preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among school/district locations.
- Strong verbal and written communication skills.
- Demonstrates skills in leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Knowledge of kitchen operations, commercial food preparations, and equipment preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Business Service Strategic Engagement	5086

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Nutrition Supervisor	3	1161
	Nutrition Menu Coordinator	1	3035
	Dietetic Interns	1-4	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist with developing, administering and coordinating department budgets and financial transactions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste			X	
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	

Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	