

Job Title: **Nutrition Operations Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **December 2016**

Job Code: **3035**  
 FLSA Status: **Ex – A**  
 Pay Range: **L 08**  
 Work Year: **12 months**

**SUMMARY:** Responsible for managing the implementation of school breakfast, lunch, snack, and summer feeding programs. This includes organizing and maintaining quality menu planning, nutritional analysis, and menu cost analysis, 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 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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Coordinate the procurement of products for Nutrition Services through written specifications and competitive food and supply bids. Serve as a purchasing liaison and/or coordinator for food and supply purchases used in preparation of all department menus. Implement and maintain order placement systems with vendors. Responsible for providing web site updates including nutritional data and other related information, menus and meal prices, through use of district information technology systems.	D	20%
2. Manage menu development for all applicable Child Nutrition Programs. Accountable for compliance of department, district, United States Department of Agriculture (USDA), state, and federal guidelines. Administer the development and taste testing process for new products.	D	20%
3. Perform cost analysis for all menus to assist in budget development. Manage and perform duties required for USDA commodities including ordering and distribution to utilize commodities to the maximum extent possible.	D	15%
4. Administer the nutrition analysis software for the department and complete menu development.	D	15%
5. Assist director with implementation of 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. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
6. Visit schools regularly to conduct reviews of production records, service standards, and assist staff with training.	D	10%
7. Supervise the wellness program and dietetic internship program.	D	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**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) preferred.
- Must obtain within one year of entering position, and thereafter maintain, Serve Safe Certification through School Nutrition Association (SNA).

- Member of School Nutrition Association (SNA) preferred.
- Ability to consistently travel among district facility locations.
- Current CPR, First Aid and Universal Precaution certificates, or must obtain one within 6 months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- 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 communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Nutrition & BASE Director	5028

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Wellness Coordinator	1	100602
	Enterprise Services Specialist	2	1169
	Dietetic Interns	2-4	

- 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.*

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

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Walk			X	
Sit				X
Use hands to finger, handle 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		

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

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	