

## Job Description

Job Title: **Nutrition & BASE Resource Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **May 2015**

Job Code: **3021**  
 FLSA Status: **Ex –A**  
 Pay Range: **L 09**  
 Work Year: **12 months**

**SUMMARY:** Responsible for managing the Nutrition and BASE departmental personnel matters including staff recruitment and retention, job evaluation, leave approvals, disciplinary actions, dismissals, and staffing guidelines. Manage current nutrition and childcare management software programs through use of district information technology systems. Act as a resource to nutrition and BASE supervisors, kitchen managers, and director in personnel matters. Develop and promote good community relations among all 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. Coordinate the Nutrition and BASE office procedures and processes including, substitute staffing, and ongoing technical system support; lead liaison with Human Resources. Ensure data consistency department wide. 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	20%
2. Manage quality department training programs for all employees including new employee orientation as well as manager and supervisor development programs. Manage department resource library for Nutrition and BASE.	D	20%
3. Responsible for interviewing, hiring, disciplining, terminating, directing work, assigning work, training and evaluating employees through the use of district information technology systems. Provide training opportunities to meet identified employee needs.	D	20%
4. Administers department financial management systems and hardware to support data for Nutrition and BASE. Supervises staff responsible for using department of nursing and 504 Health Plans. Perform cost analysis for BASE to assist in budget development.	D	15%
5. Develop and implement efficient meals per labor hour standards to match current menus, equipment, and staff responsibilities. Manage staffing standards for compliance to the standard for BASE (BASE MOU). Establish departmental performance benchmarks measured against national, state, and comparable school districts, and analyze results for potential modifications to staffing guidelines. Assist the department with research and special reports for the department as requested by the director.	M	10%
6. Revise and update department handbooks and parent handbooks/resources for the Nutrition and BASE department.	M	5%
7. Assume administration of Nutrition Services and BASE program in absence of Director.	Q	5%
8. Performs other related duties as assigned or requested.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree preferred from an accredited college or university in Nutrition, Dietetics, Childcare, Human Resources or related field preferred.
- In lieu of bachelor's degree, an additional three (3) years' experience plus attainment of two (2) years of college credit acceptable. An equivalent combination of education and experience may be substituted.
- Minimum of five (5) years of supervisory experience in Nutrition or Childcare.
- 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 constantly 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.
- Proficient use of Microsoft Word, Excel, PowerPoint.
- Knowledge of State Department of Human Services Guidelines preferred.
- Ability to promote and follow Board of Education policies, Superintendent 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 to work with students with diverse backgrounds and abilities.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.
- Encouraged to attend Colorado Department of Education (CDE) summer workshops every three years.
- Encourage to attend School Nutrition Association (SNA) annual conference every three years.
- Encouraged to attend National School Age Childcare Association (NASACA) annual conference every three years.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- 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 and Before/After School Director	5028

  

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Free and Reduced Coordinator	1	1165
	Enterprise Services Technician/Trainer	1	060410
	Nutrition and BASE Health Coordinator	1	3009
	Enterprise Services Specialist	1	1169

- 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 of departmental budgets and financial transactions through use of district information technology systems.

**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				
Walk				
Sit				
Use hands to finger, handle or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

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

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

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.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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