

Job Title: **Resources Manager, Nutrition & BASE Programs**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **3021**  
 FLSA Status: **Ex –A**  
 Pay Range: **L 11**

**SUMMARY:** Responsible for managing both the Nutrition Department and the BASE Program personnel matters including staff recruitment and retention, job evaluation, leave approvals, disciplinary actions, dismissals, and staffing guidelines. Implement and/or manage technology needed in both Nutrition Department and BASE Program, including two separate nutrition and childcare management software programs through use of district information technology systems. Oversee and supervisor Free and Reduced application process and meal benefit verification. Act as a resource to nutrition and BASE operation managers, supervisors, kitchen managers, BASE Directors and Nutrition and BASE Department 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 Department and BASE Program office procedures and processes including, substitute staffing, and ongoing technical system support; lead liaison with Human Resources. Ensure consistency department wide. Responsible for review, approval and verification of reported time in district time and labor system for both Nutrition and BASE. Prepare and analyze time and labor reports and complete human resource processes for payment of stipends and other.	D	20%
2. Develop, manage and deliver quality department training programs for all employees including two all employee meetings, monthly BASE Director meetings, monthly Nutrition manager meetings, Summer Food Service and onboarding/orientations as needed. Manage electronic and hard copy resource libraries for both the Nutrition department and BASE program. Supervise staff responsible for training and hiring.	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. Lead liaison with Classified School Employees Association (CSEA).	D	15%
4. Administer department financial management systems and software to support data for Nutrition and BASE. Supervise staff responsible for data and information systems in both the Nutrition Department and BASE Program. Responsible for Free and Reduced Meal Program coordination and administration, monthly claiming with the Colorado Department of Education. Supervisor staff responsible for Free and Reduced application and verification processing. Perform cost analysis for Nutrition and BASE to assist in budget development. Develop ongoing operational and budget reports for Nutrition and BASE.	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 and Nutrition. Establish departmental performance benchmarks measured against national, state, and comparable school districts, and analyze results for potential modifications to staffing guidelines. Assist the Nutrition Department and BASE Program with research and special reports as requested by the director.	M	10%
6. Develop, revise, and train department handbooks and resources for both the Nutrition Department and the BASE Program.	Q	5%
7. Provide leadership, support and guidance to Nutrition Department and BASE Program staff and/or assume administration of Nutrition and BASE in absence of director.	Ongoing	10%
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 from an accredited college or university in Nutrition, Dietetics, Childcare, Human Resources or related field required.
- 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/AED, 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.
- Knowledge of State Department of Human Services Guidelines preferred.
- 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 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.

**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:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Nutrition and Before/After School Director	5028

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>			
	Free and Reduced Coordinator	1	1165
	Enterprise Services Technician/Trainer	2	060410
	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 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		X		
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		

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		
Up 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			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	X
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	X
Loud	
Very Loud	