

TITLE: *MANAGER - SCHOOL FOOD SERVICE OPERATIONS*

QUALIFICATIONS:

1. Bachelor degree (with specialization in institutional management, hotel and restaurant management, dietetics, food and nutrition or related course of study preferred).
2. Successful work experience as an administrator in a responsible leadership position in the field of quantity food service within a large school system or comparable entity.
3. Successful experience in management and financial reporting.
4. Evidence of successful leadership as indicated by timely completion of projects and high productivity levels of assigned personnel.
5. Successful experience in coordinating medium to large complex projects.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES

Essential Functions:

1. Assists the Director in program planning and in the budgeting and accounting for food service operations to include strategic plans, mid-year and annual reports, the annual time task calendar and the overall organizational plan.
2. Assumes responsibility and authority of the Director of School Food Service in the absence of the Director.
3. Assists in the general operation and activities of the School Food Service Department.
4. Monitors compliance with federal, state, and local laws, regulations, and reporting requirements as applicable.
5. Assists the Director in implementing programs, policies, and procedures in accordance with District priorities.
6. Assumes responsibility for department-wide training to include central office staff, manager interns, managers and food service personnel.
7. Assists the Director with surveys, audits and audit preparation to include the Coordinated Review Effort, the School Meals Initiative, the Auditor General, Food Service Quality Assurance and any other internal and external audits.
8. Assists in the development of specifications for food service related bids and acts as a liaison between the vendors and the School Food Service Director.
9. Directs and coordinates the activities of the school food service supervisors and field coordinators.
10. Assists in evaluating departmental staff.
11. Assists the Director in implementing nutrition programs, policies and procedures in accordance with the reauthorizations, public law and District priorities.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 06/28/06
Replaces: Assistant Director – School Food Service
Salary Level: 4
Salary Range: \$72,420 - \$104,622
Bargaining Unit: S
Responsible to: Director
Emergency Category: A

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.