

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER I, FOOD SERVICE OPERATIONS

DEFINITION

Under direction of the Director II, Food and Nutrition Services, the Manager I, Food Service Operations supports the educational programs of the District by managing, supervising and coordinating the day-to-day activities for the Food and Nutrition Services Department in compliance with state, local, and federal regulation.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Manage food preparation methods, portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in an acceptable manner.
2. Collaborate with District management, school and Food Services staff to maximize efficiency and minimize conflicts with other work.
3. Plan, place and verify orders for food and decorating items for special events, oversees the set up and progress of catered events.
4. Coordinate with staff to provide specialized dietary needs, special program needs, satellite service report, or modified temporary meal service.
5. Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.
6. Participate in developing and implementing marketing strategy.
7. Perform need assessments, feasibility planning and a variety of other research and make recommendations as appropriate.
8. Coordinate communication between Food Services, parents, students, and staff.
9. Reinforce training techniques for supervisory, lead and food service personnel including computerized point of sale equipment.
10. Participates in the implementation of new and revised government standards and regulations, district policies, and guidelines for nutritional programs.
11. Assume responsibility for the Food Services program in the absence of the Food Services Director.
12. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
13. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Keep up-to-date with trends or developments, and evaluate and recommend adoption of new procedures and types of material or equipment used in Food Service Operations.
16. Attend required training in compliance with Professional Standards as determined by the United State Department of Agriculture.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

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QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills; knowledge of local, state and federal laws and regulations pertaining to school nutrition; principles and methods of quality food service ordering, preparation, serving, and storage; sanitation and safety practices related to handling, cooking, and serving food; methods of adjusting recipes; basic inventory methods and practices; health and safety regulations; current laws and regulations relative to National School Lunch, School Breakfast and Summer Meal Programs; proper equipment utilization, maintenance and troubleshooting; computer systems and related software applications.

Ability to: Manage, lead and direct the functions and activities of a Food Services department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; operate computer software programs and hardware systems; assure compliance with health and sanitation regulations; operate and maintain nutrition service equipment; follow, adjust and extend recipes; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Five years of experience in a multi-unit food service operation including two years of lead or supervisory experience.

License: Valid ServSafe Food Safety Management Certification and valid California driver's license.