

## **MANAGER - NUTRITIONAL SERVICES/PURCHASING**

### **Purpose Statement**

The job of Manager - Nutritional Services/Purchasing was established for the purpose/s of directing, managing, supervising, visioning and coordinating the Purchasing, Warehouse, and Food Services activities and operations of the District; to coordinate assigned activities with other divisions, departments, school districts, and outside agencies; and to provide responsible and complex staff assistance to the Assistant Superintendent of Business Services.

This job reports to Associate Superintendent of Business Services

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### **Essential Functions**

- Attends a variety of meetings and activities (e.g. industry vendors shows, educational workshops, in-service trainings, personnel evaluations, Board of Education meetings, staff meetings, etc.) for the purpose of obtaining and/or providing information and addressing issues.
- Collaborates with internal and external parties in the development of remodeling plans for existing kitchens (e.g. architects, district facilities and operations departments, school personnel, etc.) for the purpose of ensuring code requirements are met and space is used efficiently.
- Creates department vision (e.g. long and short-range plans, food services program enhancement, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Directs food service programs (e.g. catering, promotional events, food bars, staffing needs, etc.) for the purpose of making recommendations and ensuring coverage is provided for special events.
- Directs staff involved in purchasing, warehouse and food service (e.g. hiring/terminations, advises, orients, trains, evaluates, conducts monthly meetings, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage, and ensuring adherence to required health and safety standards.
- Directs the preparation, cooking, and serving of food and beverage items at assigned sites (e.g. includes monitoring of substitutions for allergies/health concerns, etc.) for the purpose of providing food services and menu changes that meet mandated nutritional requirements within budget and in accordance with health standards.
- Directs the transport and delivery of goods and materials (e.g. hot/cold food items, paper, custodial supplies and materials, etc.) for the purpose of ensuring the availability of food and other goods in accordance with site requirements and state and federal code regulations.
- Manages district procurement and bidding processes (e.g. solicits quotes, specifications, compliance issues, recommends bidding awards, etc.) for the purpose of ensuring efficient use of district funds.
- Manages inventory (e.g. procuring equipment and supplies, disposal of surplus property, etc.) for the purpose of maintaining an adequate inventory with in budget guidelines, and developing policies and procedures that meet district goals and objectives in compliance with state and federal code requirements.
- Manages the preparation of written materials (e.g. budgeting and accounting documentation, free and reduced lunch reports, bid specifications, purchase orders, inventories, required USDA and CACFP applications, revisions, reports, etc.) for the purpose of documenting activities, providing written reference and conveying information in compliance with district, state, and federal requirements.
- Monitors building-site operations (e.g. reviews monthly records, conducts inspections, etc.) for the purpose of ensuring each building site maintains compliance with program requirements.
- Oversees the development of food preparation amounts and menu plans for the purpose of meeting projected meal requirements, mandated student daily nutritional requirements, and minimizing waste.

- Provides training (e.g. ServSafe certification; food preparation; health standards; sanitation; policies, procedures, and methods; and safety, etc.) for the purpose of addressing food service program requirements.
- Supervises department budgets (e.g. Purchasing, Warehouse, and Cafeteria, etc.) for the purpose of meeting district goals and objectives in compliance with financial, legal, state, and federal requirements.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in warehouse and food service; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; state and federal health standards; possible hazards of food and equipment; quantity cooking and high-volume food operations; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information and data; setting priorities; and working as part of a team.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

SNA Director Certification within one year of hire  
 Food Handlers/ServSafe Certificate by NRA within one year of hire  
 Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Maintain SNA and ServSafe Certification

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
 MVR (Motor Vehicle Record) Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Exempt

12/30/2007

Exempt 87X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_