

# Red Wing Public Schools Position Description

## School Nutrition Operations Manager

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### General Information

Department:	Food and Nutrition Department
Unit:	Non-Classified
Immediate Supervisor:	Director of Student Nutrition Services
Grade Placement:	<i>TBD based off banding</i>
FLSA Status:	Exempt

### Position Summary

The School Nutrition Operations Manager is defined as an individual designated by the District to oversee and manage the food service operations in a local school or area of service, i.e., catering, etc., having an accountable relationship with the Director of Student Nutrition Services. The job functions include monitoring and mentoring nutrition in the areas of program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service, financial management and recordkeeping; marketing; personnel management; catering and oversight on concession(s) preparations.

### Essential Duties and Responsibilities

1.	<p>Nutrition, Menu and Farm to School Planning</p> <ul style="list-style-type: none"> <li>a) Monitors all food served meets current nutritional standards and meal pattern requirements, including children with special need diets.</li> <li>b) Monitors nutritional integrity of a variety of department programs by following the Director of Student Nutrition Services directions and USDA regulations.</li> <li>c) Provides assistance and recommends menus that encourage customer participation and satisfaction.</li> <li>d) Establishes a leadership role in providing training in cooking principles and excellent customer service.</li> </ul>
2.	<p>Program Accountability</p> <ul style="list-style-type: none"> <li>a) Monitors integrity and accountability through compliance with all federal, state, and local regulations.</li> <li>b) Ensures compliance with school/school district mission, food and nutrition mission and/or vision statements.</li> </ul>
3.	<p>Sanitation, Safety &amp; Security</p> <ul style="list-style-type: none"> <li>a) Monitors the kitchens protecting the health and well-being of the school's children, staff and community through high levels of sanitation standards.</li> <li>b) Responds to a food hold and recall in an expedient, effective, and efficient manner.</li> <li>c) Provides leadership to ensure a secure work environment during an emergency or crisis.</li> <li>d) Provides training to ensure a safe and secure work environment.</li> <li>e) Establishes a leadership role in providing training in food safety including proper receiving, handling, storing and preparation of local fresh from the farm foods</li> </ul>
4.	<p>Equipment Use &amp; Care</p> <ul style="list-style-type: none"> <li>a) Establishes a leadership role in providing training to all staff in equipment use, care and to ensure a safe and secure work environment</li> </ul>

5.	<p>Procurement</p> <ul style="list-style-type: none"> <li>b) Monitors the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition programs.</li> <li>c) Monitors the School Nutrition Program (SNP) to ensure that proper inventory, ordering, receiving procedures and storage techniques are followed.</li> </ul>
6.	<p>Food Production</p> <ul style="list-style-type: none"> <li>a) Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.</li> <li>b) Provides training to all staff to ensure quality food production.</li> <li>c) Monitors the SNP creditability through daily monitoring of food production procedures.</li> </ul>
7.	<p>Food Acceptability</p> <ul style="list-style-type: none"> <li>a) Maintains an operation that responds to students' food preferences.</li> </ul>
8.	<p>Service</p> <ul style="list-style-type: none"> <li>b) Develops standards of excellence for providing and maintaining quality in the presentation and service of food.</li> <li>c) Provides leadership to ensure all program services and meals will be served in pleasant facilities and by a courteous staff.</li> </ul>
9.	<p>Financial Management &amp; Recordkeeping</p> <ul style="list-style-type: none"> <li>a) Monitors staff in effective office organization and good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local regulations and policies.</li> <li>b) Assists Director of Student Nutrition Services w/processing the Application for Educational Benefits and notifying families of eligibility.</li> <li>c) Oversight of student/staff lunch account balances. Initiates collection of delinquent accounts as necessary.</li> </ul>
10.	<p>Marketing</p> <ul style="list-style-type: none"> <li>a) Monitors kitchens/cafeterias to create and foster a customer focused atmosphere for all patrons.</li> <li>b) Provides leadership that promotes the department and creates an interest in the role of the school nutrition program in the school and community.</li> </ul>
11.	<p>Personal Management</p> <ul style="list-style-type: none"> <li>a) Monitors staff according to all federal, state, and local district employment laws, policies, and regulations.</li> <li>b) Communicates effectively with both supervisor and other employees.</li> <li>c) Creates an atmosphere for employee productivity and satisfaction in the workplace.</li> <li>d) Working with the Director of Student Nutrition Services, creates training program and standards for evaluating employee performance into the overall management of the SNP.</li> <li>e) Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.</li> </ul>
12.	<p>Professional Development</p> <ul style="list-style-type: none"> <li>a) Provides leadership that sets high professional standards for the SNP and employees.</li> <li>b) Establishes professional status for the SNP role in the education community by acquiring the education and skills necessary for leadership and management roles.</li> </ul>
13.	<p>Other</p> <ul style="list-style-type: none"> <li>a) Other duties as assigned.</li> </ul>

**Required Education, Training, and Work Experience**

Required Education / Training:

- Minimum 3 years of successful work experience in a school food service setting preferred, including quantity food preparation or minimum 5 years of successful work experience in related quantity food service environment required.

- Minimum 3 years supervisory, leadership, management and coaching experience required
- Evidence of excellent organizational skills and attention to detail
- Must be an experienced PC user familiar with network communications and Microsoft Office software programs, Google Suite
- Most possess excellent communication skills, both written and verbal
- Presents a neat and well-groomed appearance
- Maintains a positive attitude
- Communicates effectively with Director of Student Nutrition Services and staff
- Handles stress; works hard; is reliable.

Degree Information:

See “Required Education / Training” & “Required Work Experience” section.

Major Field of Study or Degree Emphasis:

Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, or related area

Required Work Experience:

- 3+ years’ experience as a supervisor
- Minimum of 4-6 years of food service management experience with volume food service operation experience
- An Associates degree in a Food Service related field may be accepted in lieu of two (2) years of food service management experience; however at least one (1) year of food service management experience is required.

Licenses / Certifications Required:

- Valid driver’s license in Minnesota.
- School Nutrition Association (SNA) - Prefer or willing to obtain SNA Certificate Level 4, or willing to obtain
- Minnesota Department of Health Food Protection Manager Certificate; preferred or willing to obtain
- ServSafe Certified; preferred or willing to obtain

**Essential Knowledge Required to Perform the Essential Functions of the Position**

- Supervisory theories and principles.
- Relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements, free/reduced meal programs.
- Food production, purchasing, inventory and food preparation techniques and methods.
- Food and health requirements as governed by federal and state laws and regulations (MDE, USDA, MN Dept. of Health, etc.). Proper food handling and preparation procedures.
- Nutritional guidelines, requirement and standards.
- Recordkeeping, reporting and administrative requirements involved in managing programs/services.
- Administrative policies and procedures of the district.
- Fundamentals of financial, point of sale, and accounting procedures of food service operations and programs.
- Computer operation and use of food service programs, accounting programs and district productivity office software.

**Essential Skills Required to Perform the Work**

- Communication, interpersonal skills as applied to interaction with building staff, students, the general public, vendors, community stakeholders, administrators, etc. sufficient to exchange or convey information and to receive work direction, address and resolve problems/issues of a personnel, financial or operational.
- Planning, evaluating, implementing and installing food production, food inventory and purchasing controls, procedures and methods.
- Supervising, delegating responsibilities, training, interviewing, hiring, evaluating program personnel and if needed, assisting in termination of staff.
- Problem-solving food production problems, student account issues, food service technology issues, questions and issues.
- Planning, budgeting, purchasing and overseeing the fiscal operations of a food production operation.
- Menu planning and in accordance with nutritional guidelines and requirements.
- Administering various meal programs throughout the year, accurate recordkeeping and reporting requirements.

**Typical Physical Demands for this Position**

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell				X
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Incumbents assigned to this classification are administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are more limited as compared to staff being directed and thus there are a minimal environmental hazards and risks associated with performing this job.

**Classification History and Approval**