

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, Nutrition Program	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS:</b>	9765	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-23-19

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**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, manage, plan, organize, coordinate, and direct a variety of Nutrition Services operations requiring independent judgement and analysis, including strategic planning and logistics, cost analysis, meal pattern evaluation, menu planning, supply chain, and menu distribution operations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, develop, implement and review compliant menus and menu production records for all school meal programs including the Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program (ASSP), and At Risk Supper Program. **E**

Provide final approvals to ensure menus meet or exceed the state and federal requirements; to make certain nutrient dense meals are in age/grade appropriate portions for children; and review and maintain recipes and nutritional specifications and product formulation statements as required by USDA. **E**

Serve as the department's primary strategic leader for supply chain initiatives and coordinate all logistics flows on-site including raw material, ingredients, packaging supply to finished goods delivery. **E**

Increase product offerings and delivers optimal service to all school sites; responsible for developing sustainable supply chain practices through supplier management that ensures continuous fulfillment of site level and central kitchen orders. **E**

Direct, optimize, and coordinate full order cycles based on vendor minimums, storage availability, and current usage rates. **E**

Monitor accurate foodservice warehouse inventory and coordinate with Nutrition Purchasing and Warehouse Manager to oversee appropriate purchases for all school food and supplies for the nutrition warehouse. **E**

Manage and coordinate centralized ordering for District wide allocations of master distributors, produce, dairy, paper, and bread companies for school site deliveries. **E**

Manage and provide oversight to nutrition staff to sustain current centralized ordering system and program operations for all schools, including site level inventories for 80+ school sites. **E**

Monitor progress and make improvements to processes and procedures for inventory flow and logistics for Central Kitchen including receiving and storage to distribution of fully prepared meals; utilize and maintain food ordering, distribution, and inventory software system. **E**

Manage, evaluate, train, and direct the performance of assigned team members, and participate in the interview, selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to District policies, procedures and bargaining agreements. **E**

Provide work direction to a variety of staff including department foodservice personnel, foodservice assistants, nutrition supervisors, and warehouse personnel. **E**

Monitor food safety of all food products in the supply chain from delivery, transport, storage, and preparation; to ensure compliance with health and safety and HACCP requirements. **E**

Coordinate with Central Kitchen Manager food production planning and forecasting. **E**

Develop, review, analyze and maintain food cost, inventory, and meal count administrative reports. **E**

Prepare and maintain comprehensive statistical food cost, usage, and waste reports and make financial recommendations for operational improvements. **E**

Communicate with personnel, outside agencies and organizations to develop policies, procedures and to encourage effective and efficient management controls, resolve issues and conflicts, and exchange information. **E**

Support the District's Farm to School initiatives by maximizing locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District, when practicable, to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Support department's technology infrastructure with development and utilization of various programs to improve efficiencies and provide useable data reports for department administration. **E**

Assist in planning and development of professional standards training programs for department staff to ensure compliance with annual USDA requirements. **E**

Oversee department communications and process implementation for a variety of projects. **E**

Interpret policies, procedures, practices, laws, and regulations for District personnel, students, parents, and the public. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in business, business management or economics, or related field. A minimum of five (5) years increasingly responsible experience in a large food service or food distributor

operation. Preference will be given to applicant with experience in school foodservice with multisite program responsibilities in purchasing, menu planning, and foodservice logistics and distribution.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

### **LICENSE AND OTHER REQUIREMENTS:**

Hold a current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

USDA commodity food program.

USDA menu planning requirements for ASSP, CACFP, NSLP, SBP, SFSP and At Risk Supper.

Child Nutrition Labeling Program.

Principles and practices of effective management and supervision techniques.

Planning and organizational management of inventory and multisite distribution.

Warehousing, distribution, and inventory controls.

Methods of food preparation, sanitation, and safety practices.

Menu planning techniques including food values, combinations, and like-item substitutions that comply with federal meal pattern requirements.

Multisite food service operations and logistics.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Operation of a computer terminal, related software, and other office equipment.

#### **ABILITY TO:**

Conduct nutritional analysis for various programs and age groups.

Calculate contributions to the meal pattern based on recipes, product formulation statements and the Food Buying Guide.

Understand and follow complex oral and written instructions and complete assignments in an independent manner.

Detail oriented with time management and organizational skills.

Maintain current knowledge of applicable laws, code, rules and regulations including State Education Code, SCUSD board policies, and bargaining unit contracts related to assigned duties.

Perform effective public speaking skills.

Communicate effectively, and maintain cooperative and effective working relationships with others.

Supervise, evaluate, train, and direct the performance of assigned staff members.

Analyze situations accurately, and adopt an effective course of action.

Analyze operational problems, and recommend and implement program improvements.

Maintain confidentiality as appropriate.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Perform arithmetical calculations with speed and accuracy.

Meet schedule and timelines.

Plan and organize work.

Analyze reports, research, and record keeping techniques.

Compose reports, procedures, and correspondence and written materials independently.  
Work independently with little direction, and meet schedules and timelines.  
Utilize effective leadership skills that work well within a team setting.  
Meet district standards of professional conduct as outlined in Board Policy.  
Lift light objects according to safety regulations.

**SAMPLE ENVIRONMENT:**

Office, kitchen warehouse and school site environments; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; nutrition service kitchens and warehouse, read documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; and exposure to cleaning agents and pesticides.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits with District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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Jorge A. Aguilar, Superintendent

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Date