

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Nutrition Services Operations and Compliance Manager

QUALIFICATIONS

**EDUCATION:** Bachelor's degree or the equivalent experience in nutrition, food science, public health, business management or closely related field; School Nutrition Specialist credential preferred.

**EXPERIENCE:** Two years of increasingly responsible experience in an administrative or supervisory level food service operation; preferably in a child nutrition program.

**KNOWLEDGE OF:** Fundamentals of nutrition; concepts of time management, safety, sanitation, and work scheduling as applicable to food services; health laws and ordinances affecting Child Nutrition Services operations; principles of large quantity food preparation, distribution and serving materials, methods and equipment; food ordering and storage practices; proper utilization and care of food service equipment; record keeping and report preparation; statistics; principles of supervision and training; computerized data processing programs and procedures.

**ABILITY TO:** Plan, organize, coordinate, and supervise District-wide nutrition programs and work performed by assigned personnel in a professional and tactful manner; develop and maintain cooperative working relations with school administrators, vendors, and others contacted in the course of work; apply regulations governing federal, state, and local food merchandising; supervise, train, and evaluate assigned staff; analyze food service operations for cost effectiveness and efficiency; analyze the nutritional content of menus and recipes and recommend modifications as needed; develop and implement operation and training policies and procedures.

**LICENSE/  
CERTIFICATES:** Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles; Valid Sersafe Manager certificate.

**PERSONAL**

**QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under general direction of the Director of Child Nutrition Services, assists in the oversight, management and administration of District-wide Nutrition Services programs; monitors food production and preparation, safety and sanitation to ensure compliance with District, Federal, and State regulations and policies; develops and implements operational and training policies; supervises and evaluates Nutrition Services personnel; and performs other related work as assigned and/or required.

DUTIES AND RESPONSIBILITIES

As assessed by the Director, the outcome of the Child Nutrition Services Operations and Compliance Manager's job performance will be as follows:

1. Plan, implement, manage, review and assist in the administration of District-wide Child Nutrition Services programs.
2. Establish annual goals, objectives, and indicators of job attainment.
3. Plan, supervise, and coordinate daily Child Nutrition Services operations to ensure compliance with federal, state, and District regulations and policies.
4. Analyze operations for cost effectiveness and work with staff and administrators to implement improvements and changes.
5. Ensure adherence of nutrition programs integrity, application processes, and meal accountability.
6. Assist in developing department and District-wide nutrition policies and procedures.
7. Provide technical expertise, information, and assistance to the Director regarding District-wide food service operations.
8. Plan, organize, review, and evaluate the performance of staff.
9. Recommend departmental policy, program, and standard operational changes and participate in department long range planning.
10. Consult with department/site managers and/or vendors, when appropriate to resolve ordering, supply, distribution, and serving challenges.
11. Assist with development, coordination, and management of upgrading technological computer software and training of staff.
12. Develop and integrate sustainable systems to manage vendor relationships, site specific ordering, total inventory, professional development, data capturing, and account receivables and payables.
13. Coordinate, oversee, and monitor ordering procedures for school kitchens and the central kitchen.
14. Actively oversee and manage Child Nutrition Services department inventory.
15. Monitor school site orders to include: add-ons, cancellations, and emergency orders.
16. Develop and provide materials to assist with food and supply order forecasting.
17. Assist with departmental professional development activities and oversee the development of required training materials.
18. Provide guidance in relation to the preparation of the Child Nutrition Services cycle menus and product offerings.
19. Manage menu development and oversee compliance with USDA and State Nutrition Standards.
20. Maintain nutrition analysis software programs, and department standard recipe and HACCP programs.
21. Assure quality control standards at all school site kitchens are maintained and in compliance with the nutrition analysis and USDA regulations.
22. Organize, prepare, and provide the required state audit documentation to the State regulators at the California

23. Assist with quality control and maintenance of nutrition standards for the central kitchen.
24. Travel to school sites to monitor food product, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, and operations, and conduct regularly scheduled audits and inspections.
25. Participate in the testing and selection of new Child Nutrition Services products, supplies, materials and equipment.
26. Coordinate equipment preventative maintenance and repair under direction of the Director.
27. Review driver delivery routes, vendor delivery schedules, supplies, and tools for best practices and efficiency.
28. Provide leadership and participate in programs and activities that promote a positive employee relations environment.
29. Assist in the preparation of the Child Nutrition Services budget.
30. Attend and conduct meetings as needed and assigned.
31. Effectively accomplish other duties as assigned.