



## **NUTRITION CENTER MANAGER**

**Job Description  
January, 2007**

### **Position Summary**

Perform supervisory and administrative work directing and coordinating nutrition services production, storage, receiving and distribution of meals for satellite school-based programs, to ensure efficiency, quality control, safety and sanitation, service and nutrition.

### **Reporting Relationship**

Report to the Nutrition & Commercial Services Director.

### **Duties and Responsibilities**

Direct the overall operation of the nutrition center, warehouse and distribution operations that provide meals for the School Lunch, School Breakfast, After School Snack, Summer Food, A la Carte and Catering programs.

Respond to related concerns/issues to ensure efficiency and maintenance of high standards of food quality and service; conduct on-site visits at school-based programs to address delivery issues.

Serve as part of the Nutrition Services administrative team; participate in strategic planning; work with other Nutrition Services staff to analyze and resolve problems and to develop improved procedures; revise policies and procedures for the nutrition center, warehouse and distribution.

Develop innovative approaches to providing high quality food products; engage partners, i.e., manufacturers, chefs, parents, faculty and staff in recipe development; direct the activities of the nutrition services project manager in the creation of new products and menus for the schools.

Maintain a personnel structure and staffing level to accomplish the goals of the nutrition center.

Supervise the hiring, placement, training and job coaching of nutrition center supervisors, assistants and distribution workers.

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### **Duties and Responsibilities (continued)**

Provide work direction, training and job coaching to equipment repair staff that assist in the nutrition center repairs.

Plan and coordinate work, train and motivate, monitor and evaluate performance of staff; maintain employee records relating to performance and safety, counsel and discipline staff as necessary

Ensure that nutrition services, distribution workers and equipment repair staff is appropriately certified and/or licensed, trained and able to safely perform their duties.

Interpret applicable laws rules and regulations relating to proper food handling, sanitation, safety, preparation techniques, Hazard Analysis Critical Control Point (HACC) and other related topics; communicate requirements to staff orally and/or in writing as appropriate; monitor operations to ensure staff compliance in the nutrition center, warehouse and distribution.

Ensure that records are kept in case of a food recall, work injury or other situation that may require investigation.

Plan, develop and implement in-service training programs for nutrition center, warehouse and distribution personnel; assess program requirements, employee skills, compliance with governmental regulations and operational efficiency to determine training needs. Provide training in the areas of food safety sanitation, bio-security, ergonomics, equipment preventative maintenance, safe driving of vehicles and other transport equipment, and customer service topics as appropriate.

Provide educational opportunities for dietetic interns from the community.

Monitor, evaluate needs and ensure that appropriate levels of warehouse and nutrition center inventory of foods and supplies are maintained and ensure the accurate inventory procedures are in place.

Make capital equipment purchases recommendations; research and analyze the best equipment to purchase or whether existing equipment can be repaired.

Design systems for monitoring food quality and safety, operational efficiency and financial accountability of nutrition center, warehouse and distribution operations.

Prepare, or supervise the preparation of, required and/or requested reports as necessary.

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### **Duties and Responsibilities (continued)**

Serve on state and local committees and attend professional groups relating to the food service and distribution industry.

Perform other related duties as assigned.

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

Thorough knowledge of federal and state regulations and guidelines relating to safe vehicle and equipment operation, food safety, sanitation health and related areas, USDA program regulations, and Hazard Analysis Critical Control Point (HACCP) guidelines.

Considerable ability to develop personnel and equipment structures to support present and future operations.

Considerable knowledge of standard equipment, tools, techniques and safe operating procedures of a large-scale food service and distribution operation.

Considerable ability to plan, direct, and organize the work of others.

Considerable ability to effectively communicate, both orally and in writing.

Considerable ability to work in a deadline-orientated environment and to appropriately respond to urgent and difficult situations.

Considerable ability to deal tactfully and effectively with district staff, food service vendors and city and community representatives representing a diversity of cultural, ethnic and socioeconomic status.

Considerable ability to observe and correct physical conditions and relate to established guidelines, codes and ordinances.

Considerable ability to explain technical information in understandable language.

### **Minimum Qualifications**

Bachelor's degree in food management or a related field and five years of experience in a supervisory or managerial capacity in a large and complex food service program(s). A Food Service Manager's Certificate will be required within three months of appointment.