

Nutrition Services Program Manager

0.75 FTE

Job Description

The Philomath School District seeks an ambitious, forward thinking Nutrition Services Program Manager to oversee all aspects of the school nutrition program. The district provides breakfast and lunch service for students in five schools. Current responsibilities include planning, organizing, directing, staffing, and controlling the program in accordance with local, state and federal regulations.

At the present time, the district holds an inter-governmental agreement with a neighboring district for the school nutrition program that includes meal planning, nutritional requirements, and procurement of food and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follows federal guidelines for the National School Lunch Program (NSLP).
- Directs the preparation and service of meals to ensure proper nutrition and food safety within a customer service driven environment.
- Supervises, trains, hires, and evaluates kitchen personnel. Become a mentor and support for all kitchen personnel through training, regular staff meetings and daily support.
- Coordination of contracted services through the inter-governmental Food Service Agreement with neighboring school district.
- Ability to backfill in kitchens in the event that regular staff or substitutes are not available.
- Monitor ordering and inventory in all kitchens.
- Administer the database system for meal tracking and payments (Titan).
- Respond to parent inquiries regarding meal components or menu implementation.
- Provides standard first aid, as needed, in a competent and compassionate manner.
- Carries out the district emergency response plan in a competent and compassionate manner.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Training, experience, and ability to direct food service operations for the District;
- Knowledge of large quantity, nutritious meal preparation, and menu planning;
- Experience completing accurate state, federal and local reports in a timely manner;
- Effective management, organizational, interpersonal, communication, and leadership skills;
- Background in dietetics, nutrition education, culinary arts.
- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Philomath School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.

- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, nutrition education, culinary arts, or a related field; OR Bachelor's degree in any academic major, and at least 2 years of relevant school nutrition programs experience. Additional experience with increasing responsibility through the years may be considered for substitution of the education requirement.
- Intermediate level of knowledge of institutional food-preparation techniques, including ability to operate institutional food preparation equipment.
- Ability to effectively plan menus and accurately anticipate demand for food service in a full-service kitchen.
- Knowledge of state nutritional and sanitary guidelines applicable to school food service programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively and collaboratively with individuals and groups of all ages, which requires use of conflict resolution skills.
- Ability to independently plan, organize, and carry out work assignments; and to plan and direct the work of assigned staff or students.
- Hold a current food handler's card.
- Complete a fingerprint-based Criminal History Background Check
- Ability to implement the district's evaluation process and procedures.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.
- Ability to understand and carry out the district emergency response plan.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually moderate to occasionally high.

- Spends the majority of the day working in schools;
- Involves travel between schools and to meetings outside of the District;
- Minimal physical effort is generally required to perform duties under typical conditions. The Food Services Director is frequently required to stand, walk, sit, speak, hear, and use hands to operate equipment;
- Able to lift and carry items up to 25 pounds;

- Vision requirements include the ability to read routine and complex documents and to use a computer.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

CONTRACT

- 0.75 FTE (30 hours per week)
- Nutrition Services Program Manager reports directly to the Superintendent.
- This position is included in the Confidential/Unrepresented/Supervisory Agreement.
- The contract shall consist of 220 days
- Salary range at 0.75 FTE is \$46,500 - \$56,900 annually (depending on experience)

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of age, sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.

Position Type:Part Time

Positions Available:1

Salary:\$46,500 to \$56,900 Per Year

Job Categories:

Administrator > Food Services

Job Requirements

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- Citizenship, residency or work visa required