

New Albany-Floyd County Consolidated School District Operations Manager, Food & Nutrition Services (132)

JOB POSTING

Job Details

Title

Operations Manager, Food & Nutrition Services

Posting ID

132

Description

TITLE: Operations Manager, Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services
REPORTS TO: Director, Food and Nutrition Services
STATUS: Exempt (Salaried)
RANGE: \$45,000 to \$55,000 per year based on education and experience
LENGTH: 260 Days/Year

SUMMARY: Responsible for Assisting the Director of Food and Nutrition Services with planning, organizing, directing, administering and evaluating all aspects of the district's Child Nutrition Program (CNP) in order to meet the nutritional needs of children.

Candidates may be eligible for the Director of Food and Nutrition Services in the future based on performance and qualifications.

QUALIFICATIONS:

- Required: Bachelor's degree in Food and Nutrition, Dietetics, Business Administration or a related area or candidate must be able to complete within 2 years this requirement.
- Two years of multi-unit food service experience or other related experience.
- Excellent computer skills including Excel, Word, and Microsoft Suite of applications
- Accounting skills essential to maintain accurate records and files
- Willingness to learn new tasks in a fast paced changing environment with many interruptions in an open office environment
- Ability to maintain confidentiality
- Ability to self-organize work for maximum efficiency; good time management skills
- Willing to follow Federal, State and district policies and procedures related to the position
- Effective communication skills- oral and written

RESPONSIBILITIES:

- Personnel management:
 - Responsible for the interviewing and hiring for the Food Service department.
 - Oversees and manages the building Cafeteria Managers
 - Implements training and procedures for all Food Service staff in the Child Nutrition Program (CNP) according to local, state, and federal regulations.
 - Develops job performance standards for building cafeteria staff
 - Manages the disciplinary issues through corrective action and/or warnings with the Cafeteria Managers
 - Final approver for payroll.
 - Evaluates Cafeteria Managers
 - Develops criteria for staffing, training and evaluating the employees of the department
- Nutrition and Menu Planning:
 - Develops cost-effective menus consistent with principles of good nutrition that meet all local, state and federal guidelines and regulations.
 - Assesses student preferences, industry trends and current research to plan menus that encourage customer consumption and satisfaction.
 - Establishes and implements nutrition objectives to maintain the nutritional integrity of the district's CNP.
 - Collaborates with school staff, teachers and physicians to plan menus with special needs.
- Maintain confidentiality of Free and Reduced information
- Assist employees with point of sale questions and troubleshoot problems

- Processes free and reduced applications and performs Direct Certification matches.
- Provide exceptional customer service to students, parents, employees and the community
- Performs other reasonable duties as assigned

Shift Type

Full-Time

Salary Range

Per Year

Location

Educational Support Center (ESC)

Applications Accepted

Start Date

12/23/2020