

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: SITE MANAGER / NUTRITION SERVICES **Salary Range:** 21
Employment Category: Management/Supervisory **FLSA Designation:** Exempt

Job Summary:

Under direction, manages, supervises and coordinates the food service operations at local sites to include: providing direction to all food service site managers in the performance of site programs; ensuring training programs, computer integration, organization of kitchen operations; and, compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record keeping.

Essential Job Functions:

- **Communicates** and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decision recommendations and problem identification and resolution.
- **Creates** and disseminates policies and procedures (e.g. menus, programs, recipes, sanitation, handling of equipment, etc.) for the purpose of ensuring information dissemination as required by State and/or Federal guidelines; and, ensuring nutritional requirements are met.
- **Manages**, supervises and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and recommendations on hiring, discipline, firing, problem identification and resolution.
- **Manages**, oversees and coordinates programs (e.g. summer feeding, etc.) for the purpose of ensuring compliance with federal and/or State guidelines; and, ensuring nutritional requirements and feeding needs are met.
- **Oversees** safety and sanitation of kitchen facility for the purpose of maintaining a clean and safe environment to ensure the health of employees and end users.
- **Oversees** and maintains warehouse inventory for the purpose of ensuring efficient financial management and ease of product disbursement and standardization.
- **Provides** training and direction to personnel for the purpose of ensuring compliance with state and federal guidelines and providing assistance necessary to ensure the efficient operation of department.
- **Reviews** and analyzes requests for supplies, equipment and inventory for the purpose of ensuring prudent financial expenditures and providing standardization of equipment utilized.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill in the ability to supervise personnel, work with a diverse group of individuals and handle situations with tact, diplomacy and discretion. Skill to operate standard office equipment including use of applicable computer operations. Skill in the use of English, both orally and in writing, use correct spelling, grammar and punctuation, perform basic math calculations. Skill to plan menus and maintain inventory control. Knowledge of the federal and state rules, regulations and policies pertaining to food services, to include health, safety, purchasing, procurement and records management. Ability to make administrative decisions.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 30 pounds and constantly lift a minimum of 15 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Mechanical Hazards (Oven doors, mixers) Electrical (Electrical appliances) Burn Hazards (Hot pans, steam tables). Noise (Banging pots and pans, slamming doors (Refrigeration units, walk in coolers, freezers) mixers); Other Hazards (Wet surfaces). Other Atmospheric Hazards: Fumes (Cleaning solvents) Mists (boiling water, dish water) Odors (Oven cleaners, bleach, cleaners) Poor Ventilation=Windows closed or fans turned off; Protective Clothing/Devices (Latex gloves, aprons, hair nets, back brace).
- **Education and Training Required:** Bachelors degree in Nutrition Services or related field, possession of a valid Food Handlers permit and four (4) years of increasingly responsible experience in Nutrition Services which included three (3) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in Nutrition Services in a school district environment which included three (3) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must Possess or have the ability to obtain a valid California Driver's license.

Personnel Commission: 12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Revised: 11/17/05