

University Place School District No. 83 3717
Grandview Drive
University Place, Washington 98466

Job Description

Title: Nutrition Services Manager

Reports to: Executive Director of Human Resources

Qualifications:

Required:

1. Bachelor's Degree with major in dietetics, foods and nutrition, institutional management, or a related field. Minor in business or related field desired
2. Be a certified member of the School Nutrition Association and the Washington School Food Services Association (or have the ability to become a certified member)
3. Five years of increasingly responsible experience in nutrition services including two years in a similar position preferred
4. Demonstrated ability to lead; supervises and works cooperatively with nutrition service personnel
5. High degree of professional commitment to ethics and integrity
6. Ability to communicate effectively, both verbally and in writing
7. Hold a current Washington Food Handlers Permit
8. Demonstrated ability to accept and resolve conflict and personnel challenges

Preferred:

1. Knowledge of Skyward P.O.S. system
2. Recent experience working in school nutrition services
3. Experience working within a collective bargaining agreement
4. Experience using OSPI reporting systems

Performance Duties and Responsibilities:

Nutrition and Menu Planning

- Develops nutritious, cost-effective meals that meet all state and federal guidelines and regulations
- Maintains/enhances nutritional integrity of the school's food and nutrition services program
- Utilizes and maintains nutrient standard menu planning software

Procurement

- Ability to write and evaluate food bids
- Effective use of commodity food items
- Familiar with commodity produce programs

University Place School District No. 83 3717
Grandview Drive
University Place, Washington 98466

Food Production

- Develops procedures to ensure the food production system provides nutritious, high quality food
- Monitors food production procedures for effectively implementing changes and improvement with program requirements

Service

- Continues established standards for quality and service of food
- Promotes a strong customer-service philosophy in nutrition service programs
- Educates students, staff and the community about nutrition and the nutrition services program

Sanitation and Safety

- Follows established procedures to ensure safety and sanitation in the nutrition services program

Personnel Management

- Implements personnel policies and procedures in the program according to collective bargaining agreements and applicable regulations to enhance program quality and employee satisfaction
- Evaluates performance of nutrition services staff

General Management

- Builds on strengths of existing program and personnel
- Develops short and long-term goals that support the philosophy and policies of the school board
- Implements policy and procedures to ensure the effective operation of the program

Program Accountability and Compliance

- Assesses and ensures program compliance with federal and state regulations, and District policies, and revises as changes occur
- Monitors all phases of the program to ensure high levels of integrity and quality

Financial Management and Record Keeping

- Operates the program within budget, implementing cost-effective measures in all categories (e.g. labor, food supply, operations)
- Submits required reports in a timely and accurate manner

Facility Layout, Design, and Equipment Selection

- Assists with designing and planning nutrition services facilities
- Determines equipment needs and specifications consistent with budget and other constraints

University Place School District No. 83 3717
Grandview Drive
University Place, Washington 98466

Marketing

- Expands current marketing plan to increase student and staff participation
- Develops and implements a plan to maximize participation in free and reduced price student meal participation
- Conducts ongoing evaluation of school and department marketing to aid in program improvement
- Maintains integrity and scope of current catering program

Professional Development

- Promotes professional growth of the District's nutrition services personnel
- Performs other related duties as assigned

Updated: 3/21/23