



Nutrition Services Program Manager

BASIC FUNCTION

Under general direction, develops systems and directs others to provide high quality food and customer service and to ensure compliance with all required regulations related to the Child Nutrition Program and the district policies. Manage a team responsible for approximately 20-24 schools in the Portland School District

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Ensure schools are in compliance with all Federal, State and Local regulations and policies.
- Conduct employee performance reviews and if necessary, corrective actions for employees not meeting expectations.
- Assist in the hiring and training of employees.
- Develop work schedules and other training materials to support staff.
- Analyze individual school profit and loss report; use data to continuously improve programs and staffing for break-even site operations.
- Work with team to develop action plans for increasing participation in school meal programs or lowering food and/or labor costs at individual schools.
- Develop and communicate department Standard Operating Procedures and district policies.
- Work with Principals, local PTA and other school personnel in the planning and implementation of programs relating to the Child Nutrition Program or District Wellness policy.
- Drive to and from assigned schools daily.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- Bachelor's degree in Food and Nutrition, Institutional Management, Hotel and Restaurant Management, or a related field is required.
- One to Three years of leadership experience in large scale full-service food preparation, preferably in public schools' food and nutrition services is required.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special requirements:

- Positions in this classification are required to obtain and maintain a valid Multnomah County Food Handler's card or ServSafe certification throughout the course of employment.
- Employees in this classification are required to possess a valid Driver's License and personal transportation.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of large-scale food service management, food preparation, and program administrations.
- Material and equipment needs for school sites and food service warehouses.
- Federal, State and local codes and regulations governing food handling and school food service including USDA Child Nutrition programs.
- Techniques and practices for efficient and cost-effective management of resources.
- Technologies and computer applications related to school nutrition.
- Nutrition and health requirements for children and young adults.
- Customer service and public relations methods and practices.
- Experience managing large school district nutrition service programs.
- Principles and practices of effective leadership, management and supervision.
- District policies, procedures, organizational structure.

Ability to:

- Manage Nutrition Services operations.
- Interpret and apply applicable local, state and Federal, standards, guidelines, regulations and laws related to Pre-K – 12 public education nutrition programs.
- Monitor school compliance with Federal, State, local and district standards, guidelines, regulations, laws and policies related to school nutrition programs.
- Analyze problems and develop effective solutions.
- Manage staff, delegate tasks and authority, and coach to improve staff performance.
- Assess and prioritize multiple tasks, projects and demands.
- Establish and maintain effective working relationships with co-workers and clients.
- Deliver high-level of customer service to district stakeholders.
- Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public.
- Purchasing and Contracting and other board policies.
- Respond quickly to systems' failures and recommend procedures for improvement.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Prepare and present data in written and oral reports, and represent the district in a variety of public settings.
- Operate a personal computer utilizing standard and specialized software.
- Communicate effectively orally and in writing.
- Communicate with and monitor multiple school sites and district locations in person during the course of the workday.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt

Job Posting Date: July 20, 2021

Bargaining Unit: Non-represented

Salary Grade: 32

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.