

Anoka-Hennepin Independent School District #11
Job Description

Title: Child Nutrition Site Operations & Food Safety Manager
Department: Child Nutrition Programs
Reports to: Director of Child Nutrition Programs
Prepared Date: April 19, 2012

SUMMARY OF RESPONSIBILITIES

Oversees Site Supervisors and operations at Middle and Elementary schools for the Child Nutrition Programs (CNP); assures compliance with health and safety regulations at all sites, oversees site management of employee relations and training; assists Director and Assistant Director with the development and implementation of new process and procedures.

DUTIES AND RESPONSIBILITIES

- Supervises Child Nutrition Program's Site Supervisors at Middle and Elementary schools in all operational functions including, but not limited to meal preparation, food production, distribution, inventory control, equipment maintenance, food safety, employee relations and training.
- Supervises, evaluates, trains and directs the performance of Site Supervisors at Middle and Elementary Schools, and participates in the interview and selection of new employees; makes recommendations concerning staffing; discipline assigned staff according to district policies and procedures.
- Develops processes and procedures to ensure high quality food production and service.
- Establishes processes and procedures to maintain healthy, sanitary and safe environments in all Anoka Hennepin food service sites.
- Demonstrates leadership in creating safe work environments for school nutrition operations.
- Oversees and implements the United States Department of Agriculture (USDA) emergency and disaster preparedness program.
- Visits all supervised sites regularly throughout the school year; visits all food service sites throughout the fiscal year related to health and safety.
- Designs and implements comprehensive needs-based training for school nutrition staff to include back to school and staff development workshops.
- Develops effective customer service techniques to promote the school nutrition program in collaboration with Chef Supervisor and Assistant Director.
- Implements strategic plans to achieve department and organizational goals.
- Interprets policies and procedures, and assures the consistent interpretation and application of State, Federal and Anoka Hennepin rules, regulations and policies; may assist in the development of operating processes and procedures.
- Encourages and represents a positive relationship between Anoka Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents and customers.
- Develops training and trains summer food service staff at all levels.
- Maintains confidentiality of all CNP and Anoka Hennepin related business.
- Functions as CNP Registered Dietitian; implements special needs diets.

- Implements effective marketing, merchandising and promotional programs.
- Oversees the Child Nutrition program for college and technical school student field experience; provides placement of students and directs work and project based learning.
- Creates and publishes monthly department newsletter.
- Implements marketing and merchandising plans through effective training of site staff.
- Develops nutrition education in the cafeteria programs as part of marketing, merchandising and promotional planning.
- Performs other tasks and assumes other responsibilities as directed.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business Administration, Nutrition or Hotel and Restaurant Management; and two years experience in health/safety, employee relations or training functions for a food service organization, preferably in education.

KNOWLEDGE, SKILLS & ABILITIES

Federal, state, and local codes and regulations governing food handling and public nutrition services.

Customer service and public relations methods and practices.

Understanding of applicable concepts and principles related to performance management.

Using various learning methods to ensure thorough training and development of staff.

Interpreting and applying applicable Federal, state and local rules and regulations; and Anoka Hennepin policies.

Using initiative and independent judgment within established procedural guidelines.

Assessing and prioritizing multiple tasks, projects and demands.

Establishing and maintaining effective working relationships with co-workers, clients and families.

Communicating effectively verbally and in writing.

Interpreting data and information effectively to make sound business decisions.

PREFERRED EXPERIENCE

Certification as a Registered Dietitian or Diet Technician.

Previous supervisory experience.

Food service experience in an educational setting.

WORK ENVIRONMENT

Lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Must be able to lift at least 25 pounds frequently and 50 pounds occasionally.

Generally the job requires 80% sitting, 10% walking, and 10% standing.

This job is performed in a generally clean and healthy environment.

Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions when visiting sites, extreme cold, extreme heat, risk of electrical shock and vibration.

Noise level in the work environment is usually loud when at location kitchens, but quiet when in office setting.