

FOOD SERVICES PROGRAM MANAGER

DEFINITION

Plans, directs, assigns, organizes, and reviews activities for the Food Services Branch Meal Application Program and Point of Service system.

TYPICAL DUTIES

- Directs and plans the activities and operations of the centralized Food Services Meal Application Program to ensure that the branch meets federal, State, and local jurisdiction regulations, requirements, and standards.
- Directs activities to support the functional use of the Food Services Point of Service system, including management of the implementation team activities, help desk support activities, and general usage of the system.
- Directs the activities and operations of the Meal Compliance staff
- Oversees and coordinates the activities of the Food Services Branch that involve evaluation of the Food Services Meal program and Point of Service system.
- Prepares and initiates contracts for system vendors and support contractors.
- Oversees and participates in updating the data management system used to keep track of all functions of the Meal Application Program and Point of Service system.
- Assists the Deputy Director in developing, planning, and implementing criteria and standards for maintaining an effective Meal Application Program.
- Recommends necessary changes in departmental policies and procedures to incorporate best industry practices.
- Participates in and administers the in-service training program for food service employees.
- Provides support and instruction to the school sites on the Meal Application Program and Point of Service system
- Confers with and maintains liaison with site administrators, ITD, and other project managers.
- Directs the preparation of and reviews operations reports for the Meal Application Program and Point of Service Program.
- Directs the work of subordinate staff, including hiring, training, performance evaluations, and making recommendations for disciplinary actions.
- Monitors and manages the budget and expenditures for the Meal Application Program and Point of Service system.
- Analyzes problems and makes recommendations regarding organization, staffing, and other matters.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Food Services Program Manager is responsible for the day-to-day management of Food Services centralized Meal Application Program and Point of Service System.

The Deputy Director of Food Services assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of the Field Operations Section and Food Production Section; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the branch.

A Senior Food Services Supervisor provides general supervision over the work of Area Food Services Supervisors who are responsible for providing general supervision and coordination of food services programs.

SUPERVISION

General direction is received from the Deputy Director in the Food Services Branch. Supervision is exercised over subordinate supervisors and staff working on the centralized Meal Application Program and Point of Service system.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management and supervision
- Current practices, processes, and methods utilized in implementing and utilizing large Point of Service systems and Meal Application Programs
- District personnel rules, regulations, practices, and policies
- Federal, State, and local regulations pertaining to the meal programs, budgeting, and finance
- Pertinent sections of collective bargaining agreements

Ability to:

- Plan, direct, and coordinate various programs
- Supervise effectively
- Communicate effectively orally and in writing and interpret and express policies, regulations, and other matters clearly
- Work effectively with site administrators and other school-based stakeholders, POS consultants, and other District management personnel
- Analyze and evaluate the effectiveness of plans, policies, programs, and new procedures
- Conduct training programs
- Represent the District at a wide range of meetings with other school districts, vendors, and industry representatives
- Analyze and interpret computerized management information reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business or public administration, management systems, computer sciences, food service/restaurant management, or a related field.

Experience:

Three years of experience directing a large meal application program, point of service system, or service as a project manager, including at least two years in a supervisory capacity in these or a related field.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

Exempt from FLSA

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class

01-10-07

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