



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

---

**Manager, Food Services**

**Class Code: 1130  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate the activities and operations of the Food Services Unit. Coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over food service staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate the organization, staffing, and operational activities for the Food Services Unit, including preparing menus in accordance with dietary requirements and promoting the National School Lunch Program (NSLP) and School Breakfast Programs (SBP) to schools.
  3. Manage all aspects of the Food Services Unit related to the National School Lunch and School Breakfast Programs, catering, and the retail café; provide strategic planning and coordination with the California Department of Education related to NSLP and SBP.
  4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
  5. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
  6. Participate in the development and administration of the food services program budget; forecast additional funds needed for staffing, equipment, materials, and supplies.
-

- 
7. Coordinate the services provided by the Food Services Unit with those of other divisions and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
  8. Prepare various menus in accordance with dietary requirements for the NSLP and SBP; establish new items for menu varieties as needed.
  9. Prepare food service agreements and contracts as required.
  10. Plan and coordinate with the Orange County Health Care Agency to ensure proper food service and health compliance when establishing new school sites, including reviewing facility requirements and nutritional service capabilities.
  11. Respond to and correct violations noted in compliance inspections done by the Orange County Health Care Agency.
  12. Promote NSLP and SBP to all schools.
  13. Train school site staff on NSLP and SBP regulations to ensure compliance with program requirements.
  14. Oversee, inspect, and monitor safety and sanitation standards for school lunch and breakfast program locations.
  15. Ensure compliance with various state and federal rules and regulations on food services for student and adult programs.
  16. Participate in the testing of new products and equipment.
  17. Coordinate and oversee various catering activities with outside organizations.
  18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in food services.
  19. Demonstrate attendance sufficient to complete the duties of the position as required.
  20. Perform related duties similar to the above in scope and impact as required.

#### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

##### **Knowledge of:**

1. Principles of nutrition and menu preparation.
2. Special dietary needs and nutrition components.
3. Principles of budget preparation and control.
4. Principles of record-keeping.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Procedures, methods, and techniques of project and workflow management and organization.
7. National School Lunch Program rules and requirements.
8. Modern cafeteria and kitchen equipment.
9. Cash receipt audit requirements and safety and security.

##### **Ability and Skill to:**

- 
1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
  2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
  3. Prepare menus in accordance with dietary requirements and nutritional value.
  4. Operate a point-of-sale system.
  5. Establish and maintain effective working relationships with various constituencies.
  6. Interpret and explain laws, codes, contracts, policies, and procedures.
  7. Prepare clear and concise correspondence, reports, and other written materials.
  8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

#### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in home economics, business administration, or a related field and three (3) years of experience providing direct food services in an institutional setting, including one (1) year of supervisory or management experience; or an equivalent combination of training and experience.

#### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

##### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); they also access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces and lift or move up to 50 pounds and lift up to 100 pounds with assistance. This position may perform deskwork for extended periods.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

##### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive

---

deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with moderate to high pressure.