**SAMPLE JOB DESCRIPTION: REGIONAL MANAGER**

Job Title: Regional Manager

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: [District Dependent]

Supervisor’s Superior: Food Service Director

Positions Supervised: Food Service Satellite

**Job Summary**

Regional Managers are responsible for assisting Food Service Director in planning, implementing, overseeing, managing and reviewing operational and administrative elements of District-wide FSD programs. An incumbent is respons­ible for monitoring nutrition services staff and operations at school sites to ensure compliance with federal, state and District rules and regulations. Job duties to include responsibility for: food quality, financial viability, staffing, training, customer satisfaction and all functions that would assure successful operations of the department.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists the FS Director in planning, organizing, managing and evaluating the work of the FSD site staff; participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; assists in coordinating and integrating department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned staff; assists in establishing performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; suggests disciplinary action, to address performance deficiencies, subject to management concurrence, in accordance with the District’s, Human Resources policies and procedures and labor contract provisions.
3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the District’s mission, strategic goals and core values.
4. Assists in planning, implementing, managing, coordinating, reviewing and administrating of District-wide nutrition services programs; plans, supervises and coordinates daily nutrition service operations to ensure compliance with federal, state and District regulations and policies; manages and evaluates nutrition services operations and activities to ensure compliance with federal and state regulations; analyzes operations for cost effectiveness and works with staff to implement improvements and changes.
5. Coordinates, manages and participates in selection, training, assignment and supervision of assigned personnel at school sites; assists in evaluating training needs and plans and implements staff training and development programs; develops and reviews work schedules and standards with staff; ensures adequate staff coverage at school sites; monitors to ensure appropriate food preparation, service and storage of equipment and arranges for maintenance and repairs; ensures safe food handling and storage regulations are being met and enforced.
6. Manages, monitors and evaluates the work of staff at school sites engaged in: setup of cafeteria, salad bars and other food stations; basic food preparation, heating and plating; food service to children; recording meals served and collection of fees; cleaning and sanitation of equipment and serving areas; and safe storage and handling of food.
7. Ensures adherence of FSD programs to application processes and meal accountability with regards to free and reduced-price meal applications; ensures adherence to Federal guidelines; oversees reporting of student utilization of food services and the collection of student meal fees.
8. Prepares a variety of FSD reports, records and other documents; writes proposals for grants and contract services.

Education and Related Work Experience

* Associate degree and minimum two years of culinary certification or equivalent advanced training and/or certifications pertinent to the position requirements, such as management, communications, business, education, purchasing, nutrition, culinary training, etc.
* Over five years experience at least two of which was in a managerial capacity with oversight of staffs numbering higher than 10 people.

**Licenses, Registrations or Certifications**

* Valid [insert state] Driver’s License
* Current Serve Safe Certification or State/County Food Handler’s Certificate

**Technical Skills, Knowledge & Abilities**

* Methods and techniques of overseeing and managing large-scale nutrition service cafeteria program operations, and training methods.
* Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and cost controls.
* General federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
* Federal and state regulations governing child nutrition programs, including free and reduced meal programs for eligible students.
* Knowledge of food and non-food supplies, including fresh fruits, fresh vegetables and healthy protein.
* Methods and practices of sanitary food handling and storage.
* Methods of proper operation and maintenance of food service equipment.
* Techniques of record-keeping, ordering of food and equipment and inventory maintenance.
* Principles and practices of effective management and supervision.
* District Human Resources policies and procedures and labor contract provisions.
* Organize, manage, coordinate, implement, oversee and evaluate District-wide FNS cafeteria operations.
* Analyze cafeteria operations for cost effectiveness and efficiency, evaluate alternatives and develop sound recommendations for improvement.
* Maintain records, compile and verify data and prepare reports for OM.
* Communicate clearly and effectively, both orally and in writing.
* Prepare clear, concise and comprehensive correspondence, reports, and other written materials.
* Exercise sound, expert independent judgment within general policy guidelines.
* Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
* Establish and maintain effective working relationships with District, administrators, staff, vendors, parents, students and others encountered in the course of work.

**Other Required Proficiencies**

* Computers and peripherals
* Microsoft Office Word and Excel
* Working knowledge of K-12 food service software [name program] including; application management, point of sale and back office management modules.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District, administrators, staff, vendors, parents and others encountered in the course of work.

**Work Environment:**

May occasionally be exposed to conditions of extreme heat in kitchens.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*