**TITLE: Operations Manager**

**CONTACT INFORMATION:**

Aaron Watkins

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2010 N 59th Street

Kansas City, Kansas

**LOCATION: Nutritional Services**

The Kansas City, Kansas Public Schools (KCKPS) is a nationally recognized urban school district that serves approximately 22,000 students and 60+ different languages are spoken in the homes of our students. KCKPS is home to Sumner Academy, the #6 highest rated High School in the Nation and #1 High School in Kansas according to the US News rankings.

With Head Start/preschools, 28 elementary schools, 7 middle schools, and 5 college and career academies/high schools, we are the fifth largest district in the state of Kansas and our student population is approximately 56% Hispanic, 24% African American, 9% White, and 6% Asian. To serve our students, the district employs approximately 4,000 employees including more than 1,800 teachers.

**JOB GOAL**:

Function on the Nutritional services leadership team with the Director, and oversee the planning and managing of assigned sites in the areas of food production, customer service, storage and distribution, staffing, food/occupational safety and sanitation, program accountability and nutrition education.

**ESSENTIAL FUNCTIONS:**

* Implements all required regulatory agency guidelines
* Attend and complete a minimum of 20 hours of continuing education including all required job related in-service and trainings
* Supervises multiple sites in the areas of production, staffing and customer service
* Ensures the quality and quantity of meals prepared and served
* Trains and assists Nutritional Services staff with appropriate safety and sanitation procedures
* Assists with interviewing and hiring of Nutritional Services staff
* Trains and assists site managers in compiling orders, inventory, production records, accountability, and other reports
* Evaluates operational efficiency of personnel, assisting managers with production, work schedules and food production management
* Establish and maintains appropriate communications with the Director of Nutritional Services, Managers, Principals, students, faculty, and staff
* Consults on menu planning and recipe development
* Monitors monthly product inventory usage
* Completes performance evaluation on managers in assigned schools
* Assess the compliance of assigned schools in accordance with state and federal guidelines
* Makes recommendations for the purchase and/or repair of equipment and supplies
* Assists with the selection and product specification of menu items
* Assists with the planning and customer service of district and department promotions
* Assists with the planning and customer service of district and departmental catering
* Performs additional tasks as assigned by Director of Nutritional Services

**QUALIFICATIONS:**

* Bachelor’s degree in Food Service Management, Dietetics, or a related field
* Must have at least five (5) years of institutional food service management experience
* Strong written and verbal communication skills
* Competent in all job related tasks within food production sites.
* Must be familiar with basic food service equipment
* Must be able to supervise and communicate effectively with others
* Must be able to complete all assigned job tasks, within the specific time restraints, including those which may not be routine
* Must be able to travel from site-to-site daily.
* Must have good computer skills with the ability to use e-mail, word, excel, point of sales and other software packages
* Must have excellent customer service skills
* Must have the ability to work with a diversity of individuals and/or groups
* Must have the ability to lift a minimum of 35 pounds
* Must have the ability to stand for long periods of time

**COMMUNICATION / ORGANIZATION:**   Maintains communication with school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

**REASONING ABILITY:** Required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment.  Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

**LANGUAGE SKILLS**: Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; training; customer service skills; written and oral communication; and financial accountability and fiscal planning. Concepts of quantity cooking and nutritional analysis; child nutrition programs and requirements; food service equipment; effective evaluation of staff; and special dietary needs.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift items 35 lbs alone, with assistance of 50 pounds such as cases of cans and 50 lbs. bags of sugar or flour, or moving/rearranging appliances. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

**OTHER SKILLS and ABILITIES:** Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

**REPORT TO:**Director of Nutritional Services

**SALARY: $63,236.25 - $75,573.18**

**FLSA STATUS: EXEMPT**

**TERMS OF EMPLOYMENT:**261 Days

**EVALUATION:**Performance of this position will be evaluated in accordance with the Board of Education policy on evaluation.

**SIGNATURES:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.  The individual holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer.  KCKPS is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, sex/gender (to include orientation, identity, or expression), age, disability, national origin, genetic information, or any other basis prohibited by law.

For more information regarding Title IX please contact:

District Compliance Coordinator

2010 N. 59th Street

Kansas City, KS 66104

913-279-2262

Title IX@kckps.org

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_