

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of large scale food service management, food preparation, and program administrations.

Material and equipment needs for school sites and food service warehouses.

Federal, State and local codes and regulations governing food handling and school food service including USDA Child Nutrition programs.

Techniques and practices for efficient and cost effective management of resources.

Technologies and computer applications related to school nutrition.

Nutrition and health requirements for children and young adults.

Customer service and public relations methods and practices.

Experience managing large school district nutrition service programs.

Principles and practices of effective leadership, management and supervision.

District policies, procedures, organizational structure.

Ability to:

Manage Nutrition Services operations.

Interpret and apply applicable local, state and Federal, standards, guidelines, regulations and laws related to Pre K – 12 public education nutrition programs.

Monitor school compliance with Federal, State, local and district standards, guidelines, regulations, laws and policies related to school nutrition programs.

Analyze problems and develop effective solutions.

Manage staff, delegate tasks and authority, and coach to improve staff performance.

Assess and prioritize multiple tasks, projects and demands.

Establish and maintain effective working relationships with co workers and clients.

Deliver high level of customer service to district stakeholders.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.

Respond quickly to systems' failures and recommend procedures for improvement.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Prepare and present data in written and oral reports, and represent the district in a variety of public settings.

Operate a personal computer utilizing standard and specialized software.

Communicate effectively orally and in writing.

Communicate with and monitor multiple school sites and district locations in person during the course of the workday.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt

Job Posting Date: July 20, 2021

Bargaining Unit: Non represented

Salary Grade: 32

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020 P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.