Title: Manager, Site Operations  
Job Code: 59981

FLSA Status: Exempt, Non-Represented
Class: Managerial
Job Family: Internal Operations Services
Division: Student Services and Federal Programs
Salary Schedule: PROFTECHT PG K plus benefits
Bargaining Unit: 06, Non-Represented

Board Approved Date: July 16, 2013
Revised Date:

SPECIFIC ASSIGNMENT: Manager, Site Operations will provide district wide oversight, guidance and monitoring for Student Nutrition Services Area Specialists, to ensure that sites are well managed and follow all established procedures, policies, and best practices.

SPECIFIC DUTIES:

- Monitor work of the Student Nutrition Services Area Specialists and Nutrition Teams at each site.
- Develop procedures, processes and guidance to ensure that Standard Operating Procedures (SOPs) are followed correctly.
- Assist the site principals with personnel issues (i.e. union, evaluations, discipline).
- Analyze the Key Performance Indicators (KPI's) at each site and assist struggling school sites.
- Work with Technical Coordinators to arrange for additional training as needed for school sites.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties and/or projects may be assigned.

- Establish policies relating to operational procedures and administration of assigned personnel.
- Arrange subordinate functions and assign responsibilities.
- Evaluate personnel needs, identify shortfalls, recruit, interview, and train new personnel.
- Review work of subordinates and provide guidance, clarification, motivation.
- Monitor quantity and quality of work produced through audits, inspections, reports, expenditures, etc, and institute corrective action where needed.
- Coordinate with other departments to ensure efficient flow of communications and service.
- Determine funding requirements, prepare budget documents, monitor status of allocated funds, and control expenses.
- Perform any other duties as assigned.
COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

**Financial Responsibility** - Understands financial targets and budgeted goals. Incorporates financial analysis into strategic decisions. Implements operating budget flexibly to address changing priorities. Creates sound business cases to support expenditures. Promotes conservation of organizational resources.

**Strategic Thinking** - Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.


**Job Knowledge** - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

**Education:** A bachelor's degree. Degree or formal training in Food Service Management preferred.

**Experience:** Three years of increasingly responsible experience in food service management, with one year of related management or supervisory experience required. Verified supervisory level food service management experience may be substituted for the educational requirement on a basis of two years of experience for each year of the educational requirement.

**Certificates/Licenses/Registrations:**

**Language Skills:**
Read and interpret general business and professional journals, technical procedures, or regulations. Write reports, correspondence, and manuals. Effectively present and respond to questions from managers and the public.

**Mathematical Skills:**
Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Apply concepts of basic algebra and geometry.

**Reasoning Ability:**
Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** Microsoft Office

PHYSICAL DEMANDS:
This position requires the following physical activities: Standing, Sitting, Keyboarding, Sitting, Stooping, Tasting/Smelling, Talking, and Hearing.

This position requires the following lifting demands: Up to 35 Pounds.
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This position requires the following reaching activities: Both Dominant and non-dominant hand; Overhead.

This position involves the following environmental conditions: Extreme Cold, Extreme Heat, Noise Intensity 3: moderate.

OTHER REQUIREMENTS: May train evening and weekend hours.

SUPERVISORY EXPECTATIONS:  
Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district’s policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District’s vision, mission, goals, and Strategic Plan; to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.