

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED APRIL 2026
SALARY SCHEDULE #85
RANGE: 20.0
CLASSIFIED MIDDLE MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 7, 8**

MANAGER - FOOD & NUTRITION SERVICES

DEFINITION

Under general direction, the Manager – Food & Nutrition Services will plan, organize and direct the activities and operations of the Kern County Superintendent of School's (KCSOS) Food Services Department.

EXAMPLES OF DUTIES

Provide leadership and direct supervision to Food & Nutrition Services Supervisors;

oversee menu planning, meal component analysis, and meal pricing to ensure United States Department of Agriculture (USDA), California Department of Education (CDE) requirements for reimbursable meals and internal department policy compliance;

direct purchasing of food, supplies, and equipment needed to efficiently operate program operations;

maintain an adequate inventory of materials and supplies;

provide leadership and administrative oversight for department supervisors and program staff, ensuring efficient operation of nutrition programs, multiple central kitchen production, satellite meal distribution, and catering services;

assume department-wide responsibility for regulatory compliance, fiscal oversight, strategic planning, and operational performance;

develop and monitor inventory systems and cost-control practices;

ensure compliance with federal, state, and local regulations governing food & nutrition programs;

establish and implement sanitation and safety standards for the food service program utilizing Hazard Analysis Critical Control Point (HACCP) principles and maintain and update the KCSOS HACCP Plan as needed;

coordinate program procedures with staff members, establish operational goals and performance expectations for all staff including supervisors at each site;

keep abreast of current trends in school nutrition, culinary operations, and food service management;

monitor program quality, service standards, and operational efficiency across all assigned locations;

oversee and coordinate internal audits, and state, and federal administrative reviews conducted by the Department of Education;

maintain required program documentation and regulatory reporting;

participate in development and monitoring of department budgets;

coordinate the State Surplus Commodity Program utilizing commodities on menus to help lower the cost of operations;

oversee coordination of food preparation and delivery to contracting school districts and partner agencies;
supervise all phases of the program operations;
interview and recommend employees for hire;
train and evaluate the performance of assigned staff, including supervisory personnel;
conduct periodic visits to all remote sites to evaluate program operations;
perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Institutional food service management, high-volume culinary production, and restaurant-style food service operations;

federal and state child nutrition program regulations;

menu planning, development, food purchasing, and cost control;

financial and operational management of nutrition, banquet and restaurant style programs;

supervisory management, employee development, and performance evaluation;

sanitation and safety procedures related to commercial kitchens, particularly food preparation, serving, delivery and storage.

Ability to:

Prepare menus affording a balanced diet for students that meet all USDA requirements for reimbursable meals;

direct complex food & nutrition service operations across multiple locations;

examine bids for food contracts and determine the most advantageous bid in terms of quality and cost;

select, train and supervise assigned food service personnel;

maintain cooperative relationships with those contacted in the course of the work;

recommend the purchase of new equipment, develop and implement efficient operational systems;

frequently work at desk, conference table or in meetings of various configurations;

stand for extended periods of time, lift and carry 50 lbs., and reach in all directions on a seldom basis;

frequently see for the purpose of reading laws and codes, rules and policies and other printed matter;

frequently hear and understand speech at normal levels;

frequently communicate so others will be able to clearly understand a normal conversation;

frequently bend and twist, stoop, kneel, push and pull.

Experience:

Minimum of five (5) years of progressively responsible experience in high-volume restaurant management, institutional, or school food service operations including at least two (2) years in a supervisory capacity.

Education:

Twelfth grade education or equivalent required.

Bachelor's degree in food service management, nutrition, business administration, or related field is desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: ra

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