

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**SERIES: PosI63EQ4LDQes**

	<b>Manager I</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>JOB CLASS:</b>	<b>9766</b>	<b>WORK YEAR:</b>	<b>12 Months</b>
<b>DEPARTMENT:</b>	<b>Nutrition ServicesDepartment</b>	<b>SALARY:</b>	<b>Range9 SalaryScheduleA</b>
<b>REPORTS TO:</b>	<b>Director, Nutrition Services</b>	<b>CABINET APPROVAL:</b>	<b>05-23-19</b>

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**B**

Review and monitor pricing from all Nutrition Services vendors, including food processors to ensure proper discounts are applied through the appropriate value pass through system. **E**

Coordinate USDA food commodity allocations and ordering including monitoring of surplus or bonus offerings. **E**

Monitor and review of Summary End Product Data Schedules, commodity draw downs, and sweeps performed by the CDE. **E**

Allocate entitlement funds from the Department of Defense. **E**

Lead, manage, train, and direct the performance of assigned staff members to ensure successful and timely operations and service to our school sites. **E**

Participate in the development and implementation of policies and procedures for the procurement and management of food and nutrition services. **E**

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; recommend estimated costs for operational improvements. **E**

Interpret and apply all state, federal, and District board policies related to purchasing, bids, and contracts and Nutrition Services procurement procedures and code of conduct per federal regulations. **E**

Support department's technology infrastructure with development and utilization of various inventory management systems to improve efficiencies and accuracy of our inventory data. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, management, economics or related field. A minimum of three (3) years of professional experience in a related field. **E**

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