

Manager, Feeding Futures – Business Operations

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'íc'y - Katzie, the qwa:nn - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 83,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

Job Summary

The Manager, Feeding Futures – Business Operations, reports to the Associate Director of Food and Community Programs and works in conjunction with the Manager of Feeding Futures – Food and Nutrition. The Manager, Feeding Futures - Business Operations will direct, coordinate and be responsible for the effective business operations of food and nutrition services. This includes managing commercial equipment, budget tracking, vendor relations and product pricing, kitchen and food equipment asset management, service and procurement, all vendor contracts, requests for proposals, software applications, and food safety regulations. This position will also provide support in future opportunities to create commissary kitchens to provide hot lunches for our meal programs.

Key Responsibilities

- Make recommendations regarding operating budgets and monitor and adjust expenditures by ensuring cost-effective purchase of supplies and services within approved operating limits. Manage inventory, minimize food spoilage, and resolve discrepancies with suppliers.
- Consult, design, monitor and arrange for maintenance, repair, replacement, and disposal of equipment for all *Feeding Futures* operations including domestic and commercial appliances and district wide preventative maintenance and replacement strategies. Liaise with *Capital*

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Planning Office and District Facilities Management, as required, to ensure all equipment installations are compliant with municipal building codes and SD36 standards.

- In conjunction with the *Manager, Feeding Futures-Food and Nutrition*, manage, develop and implement technologically advanced systems to streamline operations. This includes POS systems, payment processing options, internal ordering systems for school meal programs, inventory tracking, and revenue and expense tracking. Develop and provide educational programs for staff to ensure that new technologies and processes are integrated into job routines.
- In conjunction with the *Manager, Feeding Futures-Food and Nutrition*, manage recruitment, orientation, work scheduling, staff training, performance evaluations, and attendance management in a multi-union environment, in accordance with Surrey School District policies and procedures and applicable collective agreements.
- Responsible for conducting accident/injury reports for support services and ensuring compliance with WorkSafe BC regulations. Liaise with external agencies/stakeholders with regards to attendance management, WorkSafeBC and Gradual Return to Work programs.
- Coordinate the daily activities of support services to ensure a high standard of product and service in compliance with legislative and regulatory acts governing food and nutrition services in schools. This includes Canada's Food Guide, BC Ministry of Education Guidelines for Food and Beverage Sales in BC Schools, and School Meal and School Nutrition Program Handbook.
- Assist in the development, implementation, evaluation and compliance of maintenance, food safety, and support service policies and procedures, standard operating procedures, safety data sheets and reporting systems to ensure compliance with applicable legislations and regulations and standards.
- Assist in the management of internal food preparation and external food services to ensure consistent high-quality production outcomes. Utilize standardized operating procedures, industry standards, related internal policies and procedures and external regulations and standards such as Food Safety and HACCP.
- Establish and maintain Food Service Audit programs to ensure compliance with the required standards, and quality assurance.
- Provide supervision and coaching to direct reports and manage staff performance evaluations
- Oversee the daily operations of future commissary kitchens.
- Assist in route planning on delivery of meal programs
- Act as the designated Manager-On-Call, as needed.

Qualifications

Education & Experience

- A Bachelor's Degree in Commerce, Business Administration, Hospitality, or Hotel Management and five (5) or more years of recent experience in Food Service and Nutrition Management or Support Services Management. An equivalent combination of education, such as completing a recognized two-year program in Food Service and Nutrition Management, and experience in Food Service Management will be considered. Active or eligibility Member of Canadian Society of Nutrition Management is preferred.
- TQ Cook certification is an asset.
- Completion of Level II Food Safe Certificate.

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Knowledge, Skills, Abilities

- Proficiency with Microsoft Teams, Excel, Word, and Forms is required.
- Excellent interpersonal, verbal and written communication skills with the ability to communicate and build trust with a variety of stakeholders.
- Inspires and empowers teams through effective motivational strategies, fostering a culture of high engagement and achievement.
- Commitment to inclusion and belonging and building a caring and respectful workplace.
- Leadership experience with the ability to motivate and develop a team through mentorship and coaching.
- Acts with accountability, responsibility and transparency in the use of public funds
- Ability to exercise tact and discretion and maintain a calm, courteous approach to sensitive interpersonal situations.
- Ability to work with others in a consultative and collaborative manner.
- Ability to work under pressure in a high volume work environment and manage competing priorities and demands.
- Demonstrated commitment to continuous improvement.

What we Offer:

Comprehensive Benefits Package

- Extended Medical, Vision and Dental
- Life Insurance, Short-Term and Long-Term Disability
- Employee Family Assistance Program
- Municipal Pension

13 Paid Holidays, plus Sick & Vacation Time

Onsite Fitness Room in the Surrey Head Office

Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

This position's starting salary is \$98,142 - \$122,677 plus a competitive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons.

Qualified applicants can apply on Make a Future at <https://buff.ly/3WItbeg> by clicking the "apply" button to the right of the posting, ensuring to include cover letter, resume, supporting documentation and references by August 13, 2024 at 4pm.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.



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