

JOB TITLE: DIRECTOR OF NUTRITION SERVICES**BASIC FUNCTION**

Under general administrative direction, to develop, implement, and direct the activities related to service and sale of food in the School District cafeterias, snack bars and catering activities, to administer the Nutrition Services programs of the District to coordinate services with other District departments, coordinate personnel, communications and record-keeping functions to meet nutrition service needs and assure smooth and efficient Department activities, to provide technical staff assistance to the Assistant Superintendent of Business Services, to do other work as required, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS

- Administers the National School Lunch and Breakfast Programs, directs centralized processing of free and reduced lunch application process, directs the planning of District menus within nutrition guidelines, evaluates and tests new food items and other products to determine program acceptability
- Establishes and monitors safety and sanitation standards and methods for food preparation and service
- Plans and coordinates the modernization of existing kitchen facilities, designs, layouts and prepares specifications for equipment, materials and other facility needs
- Exercises functional supervision over the Nutrition Services Operations Supervisor to assist in establishing and implementing personnel management and training systems
- Directly supervises and coordinates central office support staff, assists in or conducts the selection and evaluation of departmental personnel
- Manages the procurement of necessary food, supplies and equipment, writes product and equipment standards and specification
- Monitors and evaluates nutrition service activities and functions for financial effectiveness and operational efficiency, respond to staff input concerning Department needs, direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Department
- Coordinates and directs food service inventory functions, estimates and orders appropriate amounts of nutrition service items, equipment and supplies, direct the receipt, storage and rotation of food items and supplies, organizes and directs daily and periodic inventories, coordinates related purchasing activities with vendors and other outside agencies
- Distributes and accounts for government commodities
- Monitors the use, care and maintenance of food service equipment and facilities
- Establishes, implements and monitors financial management systems including collection and dissemination of data required for State and Federal reimbursements and District accountability, establishes and ensures lines of accountability for cash handling
- Provide technical information and assistance to the administrator regarding nutrition service activities, needs and issues, assist in the formulation and development of policies, procedures and programs
- Meets and works with District administrators, school site administrators and staff, parents and student groups, and representatives from governmental health, education and regulatory agencies

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate effectively in oral and written form
- Plan, organize, establish and maintain appropriate, efficient and effective data management storage and retrieval systems
- Operate standard office equipment including a personal computer and microcomputer and the appropriate software

Knowledge of:

- Planning, organization and direction of nutrition service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items
- Methods of adjusting and extending recipes and proper substitutions
- Sanitation and safety practices related to preparing, handling and serving food
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning
- Procedures and equipment used in quantity food production and distribution
- Methods and principles for effective personnel management
- Principles and practices of business and public administration related to business systems, procedures, fiscal management, staffing and marketing
- Basic application of computer technology in the gathering and dissemination of information

Ability to:

- Plan, organize, control and direct nutrition service operations and activities
- Coordinate personnel, communications and record-keeping functions to meet nutrition-service needs and assure smooth and efficient Department activities
- Provide technical direction and general supervision over the nutrition service programs and personnel
- Plan and implement menus, which are healthful and appealing to students
- Plan, organize and analyze all phases of nutrition service operations, including food purchase, preparation, service, transport and storage
- Supervise and evaluate the performance of assigned personnel
- Assure proper and timely resolution of nutrition service issues, conflicts and discrepancies
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies
- Develop operating procedures and policies
- Supervise, train, and evaluate assigned staff
- Maintain fiscal controls and accountability
- Prepare written reports, policies, regulations, proposals, bid specifications, and correspondence
- Analyze problems presented by laws, systems, and procedures and then implement or recommend solutions
- Work cooperatively with others

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do light and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Persons performing service in this position classification will exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods
- Manual dexterity to operate equipment and use hand tools, and manipulate and handle various materials and objects are important aspects of the job
- Exposure to hot, cold, wet, humid or windy conditions caused by weather may occasionally be Experienced
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of experience in responsible charge of food preparation and serving in a public institution or large commercial establishment, including experience in volume production, planning and service with responsibility for at least 1,000 meals a day.

Education:

- Bachelor’s degree or equivalent educational experience, with academic major in specific areas of nutrition, food service management, dietetics, family consumer sciences, nutrition education, culinary arts business or related field or
- Bachelor’s degree in any academic major AND State recognized certificate for school nutrition directors, or
- Bachelor’s degree in any academic major AND at least five years experience in management of school lunch programs

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Driver’s License
- Good driving record sufficient to maintain insurability by the District’s carrier at standard rates
- Food Handler Certificate
- Must attend at least 12 hours of annual continuing education/training