



DIRECTOR OF NUTRITION SERVICES

Revision Date: 05/13/15

DESCRIPTION OF POSITION:

Under the supervision of the Assistant Superintendent- Administrative Services, the Director of Food Services shall provide direction to and coordinate the menu and recipe development, operations, warehouse coordination, USDA commodity program and oversee the National Breakfast & Lunch Program of the District

MAJOR DUTIES AND RESPONSIBILITIES

STATEMENT OF TYPICAL ESSENTIAL DUTIES:

- a. Director shall be held responsible and accountable for the quality of food in the food services program.
- b. Direct, supervise, plan organize and control District-wide food service operations and programs including the USDA National School Lunch program and other District programs, develop and implement goals, objectives, policies and procedures related to District food service programs, student diet plans_in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies.
- c. Coordinate and implement menus and recipe preparation functions; assures food services programs and menus comply with applicable federal regulation and nutrition standards; train and supervise the performance of assigned personnel.
- d. Plan, organize and implement long and short-term nutrition programs and activities designed to enhance student health and food service programs and services.
- e. Oversee and administer the Free & Reduced priced meal application and meal ticket program for eligible students
- f. Provide coordination between teachers and food services staff in establishing and conducting nutrition educational programs.
- g. Provide technical expertise, information and assistance to the Assistant Superintendent_regarding food service operations; assist in the formulation and development of programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of usual trends or problems and recommends appropriate corrective action.
- h. Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies to various District sites: prepare product recommendation; write specification for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.
- i. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and file related to food service activities and personnel; submit reports to appropriate agencies to assure State and federal expense reimbursements.
- j. Prepare and administer the food service budgets, including subsidy and other income projections; control expenditures; review budgetary and financial data, control and authorize expenditures. Take corrective action when necessary to prevent financial losses.
- k. Orders USDA donated food when available and assures its proper use in accordance with government regulations.
- l. Test food and other products prior to and after purchase to determine program acceptability; work with vendors regarding new products and services and/or problems involving their products or delivery service.
- m. Coordinate and implement menu and recipe functions. Test menus and recipes; plan menus that provide nutritional and appetizing foods; assure food service programs and menus comply with applicable federal regulations and nutrition standards.
- n. Train and supervise the performance of assigned personnel_ Plan and direct districtwide meetings and workshops to provide training in food preparation and service, sanitation and nutrition.
- o. Oversee the operations of computerized point of sale (POS) system; plan, purchase, interface and coordinate with technology and facilities on equipment requirements and placement; coordinate activities with accounting to assure student information accounting software interfaces properly with the POS system.
- p. Develop public information materials and media releases pertaining to school food service programs.
- q. Meet no less than twice per year with students, teachers, parents, vendors, employees and community groups to share food service program matters. Communicate with other administrators, personnel, vendors, students, and parents and outside organization to coordinate food service activities and programs, resolve

issues and conflicts and exchange information. Facilitate the site and district wellness committees as per the district wellness policy.

- r. Keep abreast of developments in school food service management and nutrition education.
- s. Perform other tasks and assume responsibilities as may be assigned by the proper authority.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading directions, recipes, menus, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate office and kitchen equipment with dexterity; and occasionally lift/carry equipment and supplies weighing up to 25 pounds. The duties are performed in an office and school cafeteria; there may be bending to retrieve supplies and equipment, pushing/pulling equipment and supplies, and reaching in all directions.

REQUIREMENTS:

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and techniques of supervision.
- Instruction, and assignment of personnel.
- Principles and methods of quantity food production and service.
- Principles of sanitation and safety relating to food preparation service and storage.
- Nutrition as it applies to children and menu planning procedures.
- Principles of cost control and record keeping.
- Safe work practices.
- Regulations pertaining to Federal child nutrition programs.

Ability to:

- Provide leadership and effectively direct and supervise the work of others.
- Follow verbal and written instructions.
- Exercise good judgment and work independently in the absence of supervision.
- Keep accurate records and prepare written reports.
- Operate a computer and peripheral equipment.
- Utilize e-mail, word processing, spreadsheet, and point of sale programs.
- Adapt to changing situations.
- Establish and maintain effective working relationships with staff members, parents, and students.

WORK YEAR: 12 month Classified Management Work Calendar

CREDENTIAL: N/A

EDUCATION: A bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or A bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or business.

EXPERIENCE: Three years of administrative or supervisory experience in school food service, hospital food service, instructional or contract food service programs, or restaurant management

OTHER: Operate a computer and assigned software programs; operate other office equipment as assigned. Drive a vehicle.

LICENSE: Possession of a valid California Driver License. Possess or obtain Food Safety Certification within 90 days of employment

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance