

DIRECTOR-NUTRITION SERVICES

JOB SUMMARY:

Under the direction of the Deputy Superintendent, plan, organize, and direct the Nutrition Services Department; assure compliance with district, county, state and federal regulations regarding the Nutrition Services programs; ensure sanitation and safety standards; plan, organize and implement operational procedures to assure cost beneficial operations; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

- Plan, organize, and direct the District Nutrition Services Department; develop and implement policies and procedures to assure compliance with district, county, state and federal policies, regulations and guidelines; establish and maintain sanitation, quality and nutrition standards.
- Direct and supervise menu planning to meet nutritional requirements of school-aged children, senior citizens and other contracted services; assure menus meet established state and federal guidelines regarding nutritional quality and quantity; establish and maintain standards for quality and quantity control, cleanliness, sanitation and safety.
- Direct the development and preparation of food and equipment specifications to assure Nutrition Services resources are effectively utilized; monitor and evaluate the purchasing, receiving and storage of food, supplies, materials and equipment; identify maintenance requirements for Nutrition Services facilities and equipment; assure proper working condition of equipment and facilities; coordinate procurement requirements, warehousing and applicable inventory maintenance and control.
- Supervise and evaluate the performance of assigned staff; interview and recommend new hires; recommend promotions, transfers, reassignment, termination and disciplinary actions; monitor employee attendance and arrange for substitute staff as needed; develop and conduct mandatory training programs related to safety and sanitation, accident prevention and proper food handling to inform staff of appropriate procedures and safe practices; collaborate with Human Resources to select and assign personnel.
- Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct the Nutrition Services program cost accounting controls and assure appropriate financial reporting.
- Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and maintain a data management and storage system as required.
- Plan, organize and implement long and short-term programs and activities.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepare various documents including schedules, cost estimates, budgets, reports, studies, productivity, contract specifications, evaluation reports and others as directed.

- Oversee and facilitate the Districts Free and Reduced Lunch application process.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office and kitchen equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings, workshops and trainings as assigned; maintain current knowledge of nutritional requirements, legal codes and related requirements.

OTHER DUTIES:

- Assist staff with the completion of work activities as needed.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of the Nutrition Services Department.
- Nutritional requirements of school-aged children, senior citizens and other contracted services.
- Sanitation and safety practices related to cooking and serving food.
- Proper methods of food handling.
- State and federal regulations regarding child nutrition programs.
- Principles of nutrition and menu planning.
- Kitchen equipment and utensils used in large scale nutrition programs.
- Budget monitoring and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the operations of the Nutrition Services Department.
- Assure compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record-keeping.
- Supervise and evaluate the performance of assigned staff.
- Plan and conduct various staff training programs.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Operate kitchen equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in institutional food service management, nutrition, business administration or related field and five years of experience in a school nutrition services program.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance.
- Valid County Food Handler's Card issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Board Approval: 1/10/2017