



Job Description

Title: Director – Child Nutrition	FLSA Status:	Created:
Supervisor: Assistant Supt Business Services	Supervises: Yes	Revised:
Department: Child Nutrition	Bargaining Unit:	Approved:

JOB SUMMARY:

Under the direction of the Assistant Superintendent-Business, plan, organize, control and direct the operations and services of the child nutrition department which includes preparation, cooking, baking, serving, distribution, transport and selling of large quantity food items to meet student needs; develop a nutritional program to meet National School Lunch requirements; oversee personnel, communications, budget and record-keeping functions; establish and set goals and standards concerning quality of food and child nutrition services; assure smooth and efficient child nutrition department activities and compliance with nutrition and food safety mandates, nutritional integrity, State and federal laws, regulations and guidelines; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations and services of the child nutrition department which includes which includes preparation, cooking, baking, serving, distribution, transport and selling of large quantity food items to meet student needs; establish and maintain Department timelines and priorities; assure child nutrition services and functions comply with safety, quality and sanitation regulations and established laws, rules, policies and procedures assure mandated reports are submitted to appropriate governmental agency according to established timelines.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign work activities and responsibilities to assigned personnel; review and evaluate department effectiveness and productivity.
- Provide technical expertise, information and assistance to the Assistant Superintendent-Business regarding assigned functions; assist in the formulation and development of department policies, procedures and programs.
- Plan, organize, develop, implement and maintain departmental goals, objectives, policies and procedures; work directly with departmental personnel in the development and interpretation of department policies; review and evaluate work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensure that goals are achieved.
- Direct, develop and implement master menus and recipe planning in compliance with portion guidelines and nutrition requirements; test new products, menus and recipes; substitute nutritionally equivalent foods as needed.
- Develop, prepare and administer the annual preliminary budget for the child nutrition department; monitor and evaluate child nutrition service activities and functions for financial effectiveness and operational efficiency; analyze and review budgetary and financial data; generate queries and maintain databases; prepare forecasts of necessary funds for staffing, materials and supplies; compute, control and authorize expenditures for food, time, labor and other operating costs in accordance with established limitations.
- Develop application process and procedures for free and reduced meal programs; manage student meal accounts, monthly claims and application process for free and reduced lunches; track student meal records.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, contracts, records and files related to personnel, food service operations, menus, inventory, equipment, policies, budgets, financial activity and other assigned duties and assigned activities.
- Communicate with other administrators, vendors, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve sensitive and complex department inquiries, issues and complaints.

- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend, plan and conduct a variety of meetings, workshops and trainings as assigned; represent the department at various meeting, activities and committees; plan and schedule special events which use child nutrition services and facilities.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of the child nutrition department including the preparation, cooking, baking, serving, distribution, transport 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.
- Quantity food production, preparation, service methods and techniques.
- Principles and practices of administration, supervision and training.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Inventory practices and procedures including storage and rotation of perishable food.
- Quality and portion control techniques.
- Sanitation and safety practices related to cooking and serving food.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures including USDA surplus commodities, school meals, wellness polices and National School Lunch Programs.
- Principles of public relations.
- After school snack and dinner programs.
- Menu planning and nutritional requirements.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Mathematic calculations.

Skills/Ability to:

- Plan, organize, control and direct child nutrition services operations and activities.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- Develop and prepare the annual preliminary budget for the child nutrition department.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Establish relationships with vendors, transport operations, local farms and farmer markets, state and federal grant opportunities.
- Work effectively and efficiently under pressure in a demanding environment.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Perform accurate mathematical calculations.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree, or equivalent education experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR Bachelor's degree in any academic major and at least two years of relevant SNP experience; OR Associates degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service managements, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least two years of relevant SNP experience.

Licenses, Certifications and other Requirements:

- Valid Class C California Driver License,
- Manager ServSafe Certificate or equivalent.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.
- At least eight hours of food safety training is required either not more than five years prior to their starting date or completed within 30 calendar days of employee's starting date.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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.

Hazards:

- Exposure to very hot or cold foods, beverages, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.