

## DIRECTOR OF NUTRITION SERVICES

### JOB SUMMARY

The Director of Nutrition Services plans, directs, and evaluates the nutrition services program for the District, ensuring that services meet the needs of the school community. The Director ensures the program and practices comply with local, state and federal regulations for child nutrition programs. The Director ensures financial, operational and program goals and objectives are met.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Director of Nutrition Services may perform any combination of the essential functions listed below.

#### Administration

- Develop and recommend both short and long-term plans, policies and procedures to meet Department's goals and objectives.
- Develop the annual department budget and monitor revenue and expenses throughout the year.
- Ensure effective and economical use of department funds, initiate and authorize purchases, and ensure expenses are within budget.
- Prepare or oversee the preparation of state and federal compliance reports and compose other written communications such as information for Board meetings and e-mails.
- Collect and analyze information in order to measure and monitor progress against goals, identify potential improvements to operations, and make sound business decisions.

#### Operations

- Establish and oversee the safety program for food service staff and ensure staff compliance with food safety, sanitation, and environmental regulations.
- Provide specifications for the procurement of foods, supplies, equipment, materials and contracted services and recommend bid awards.
- Ensure that purchased food meets nutrition objectives.
- Establish and oversee standards for receiving, storing and inventory of food and non-food supplies based on safety principles.
- Manage and monitor student purchasing and meal fees using an electronic revenue control system.
- Oversee the activities of menu planning, production, pricing, marketing, distribution, and serving of food.

#### Compliance

- Comply with local, state, and federal laws, regulations and polices related to nutrition services in a school environment.
- Inspect food production, storage and serving areas to ensure compliance with local, state, and federal regulations.

#### Customer Service

- Develop an annual marketing plan to promote nutrition awareness and nutrition services to the school community.
- Provide students and staff with a variety of affordable, nutritious, and appealing foods that meet health and nutritional needs.
- Provide a clean environment for students and staff to enjoy meals.

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- Keep current with customer preferences, industry trends, and research to ensure the Nutrition Services program meets the needs of the school community.
- Support catering needs for District and school events.
- Promote applications for free and reduced meal benefits and online payment systems.
- Analyze and solve problems, and respond appropriately to sensitive or complex inquiries and service complaints.

### Maintenance

- Ensure equipment and smallwares are maintained properly and repaired as needed.
- Maintain up-to-date capital improvement plan with details of projected timeline when equipment needs to be replaced.
- Provide recommendations to District on construction and maintenance projects related to the Nutrition Services Department.
- Properly and safely operate and troubleshoot standard kitchen equipment.

### Personnel Management

- Manage and direct a large staff operating at multiple locations.
- Train, supervise, coach, evaluate, and manage performance of assigned staff.
- Implement staff policies and procedures that adhere to local, state and federal regulations and District policies.
- Conduct and participate in Nutrition Services staff meetings and in-services.
- Provide training for employees aligned with USDA Professional Learning Objectives for school nutrition professionals.
- Support professional development and training opportunities for department staff.
- Evaluate staffing needs at school sites.
- Monitor school kitchens by regular onsite visits to observe and ensure quality of food and service, compliance with health and safety practices, and provide leadership and support to staff.

### District

- Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
- Work with District management on future department needs.
- Represent the District on matters related to nutrition-related services and programs.
- Keep current on child nutrition legislative issues and attend meetings, conferences, and workshops related to child nutrition programs.
- May participate on various committees, special interest groups or community groups.
- Attend District and public meetings as required.
- Present information to individuals and groups.
- Perform other job-related duties consistent with the scope and intent of the position as assigned.

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### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### **KNOWLEDGE OF:**

- Federal and state laws, rules, regulations and policies and District policies related to nutrition programs, food handling, safety and sanitation.
- Program planning, budgeting and administrative procedures.
- Principals and current practices related to nutrition, food handling, preparation, and safety.
- Federal and state laws, rules, regulations and practices governing food, equipment, safety and sanitation.
- Business practices such as operational efficiencies and process improvements, recordkeeping, bookkeeping, documentation, marketing and merchandising, and procurement.
- Effective employee management and training practices.
- Large-scale food preparation, production, and menu planning.
- Safe operation of a variety of food service equipment.
- Software applications related to food service management.
- Customer service standards and practices.
- Effective verbal and written communications.
- Mathematical computations related to budgets and financial information.

#### **ABILITY TO:**

- Understand and ensure compliance with federal and state laws, rules, regulations and District policies related to nutrition programs, food handling, safety and sanitation.
- Plan and implement short and long-term department goals and objectives.
- Perform standard budgeting, bookkeeping, and accounting procedures.
- Read, interpret and apply guidelines, policies and procedures.
- Develop and write policies and procedures.
- Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
- Provide direction and leadership to others.
- Perform personnel functions including selecting, training, staffing, scheduling, motivating, and managing employee performance.
- Effectively resolve personnel problems and grievances.
- Research, analyze and purchase appropriate equipment and supplies.
- Work independently under broad organizational guidelines.
- Control the use of funds and other resources.
- Establish effective inventory controls and the distribution of supplies.
- Operate a variety of food service equipment and ensure equipment is operated safely by others and properly maintained.
- Learn and use software applications related to food service management.
- Communicate effectively both orally and in writing.
- Perform accurate mathematical computations related to budgets and financial information.
- Plan and manage initiatives and projects.
- Plan, prioritize and organize work, meeting schedules and timelines.

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- Work under pressure and with time constraints.
- Exercise appropriate judgment when making decisions.
- Effectively handle confidential matters.
- Effectively resolve problems and complaints.

### EDUCATION AND EXPERIENCE

The educational requirements for this classification are aligned with the provisions of the Healthy, Hunger-Free Kids Act of 2010. The educational requirement can be met in any one of the following three ways:

1) Bachelor's degree, or equivalent educational experience, with academic major in: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;

**OR** 2) Bachelor's degree in any academic major, and State recognized certificate for school nutrition directors;

**OR** 3) Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs.

Two years of job related experience within the specialized field (e.g., quantity food production and service, health menu planning, food service marketing) with increasing levels of responsibility is required. Experience with the National School Lunch Program is preferred.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The position plans, organizes, and directs a district-wide program to meet student nutrition needs and directs a staff of supervisors and nutrition assistants.

### REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

### LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license and evidence of insurability
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.
- Current certification as a Registered Dietitian preferred but not required.

### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

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**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

This assignment requires the ability to travel to and from school sites, the District Office and other locations on a regular basis. The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing, reaching above shoulder, operating hand controls (mixers and other kitchen equipment); kneeling, lifting up to 40 lbs. at waist height (cases of canned food/beverages and milk); carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment); handling/simple grasping, twisting back, walking, standing
Seldom/Occasionally	Power/firm grasping
Occasionally	Reaching at shoulder, sitting
Frequently	Lifting up to 10 pounds, fingering/fine manipulation

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None

FLSA Status: Exempt

Salary Range: Management, Group 5, Range 4