POSITION DESCRIPTION: DIRECTOR OF NUTRITION SERVICES

PRIMARY FUNCTIONS: Plans, organizes and directs the school food service program at the District

DIRECTLY RESPONSIBLE TO: Assistant Superintendent

IMMEDIATE SUBORDINATES: Nutrition Services Technician, Nutrition Services Manager, Nutrition Services Coordinator, Food Service Workers, and all other Nutrition Services Staff

TYPICAL DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Assistant Superintendent, direct the District-wide school Nutrition Program in conformance with federal and state laws and regulations, local and county health ordinates and District policies

- Confer with Fiscal Services, Purchasing, Warehouse, Maintenance and Operations, Technology and Human Resources departments to coordinate functions with Nutrition Services

- Develop and recommend changes in Nutrition Services program policies and procedures to District administrators; including application processing under the free and reduced price meal program for needy students

- Provide liaison between education and food service staffs in establishing and conducting nutrition education programs

- Under direction of the Assistant Superintendent of Business, prepare and administer the food service department budget, including subsidy and other revenue projections and control of expenditures

- Develop and implement standards for the operation of an efficient, sanitary and high quality Nutrition Services program

- Organize and direct master menu planning, and meal and recipe planning, assuring nutritional adequacy and dietary balance.

- Develop specifications for and orders food, related supplies and Nutrition Services equipment

- Order USDA donated food and assures its proper use in accordance with government regulations
• Plan and direct District-wide meetings and workshops to provide training on food preparation and service, sanitation, nutrition and safety

• Select, assign, transfer, evaluate and recommend disciplining of Nutrition Services personnel in accordance with District policies and procedures

• Conduct research in and keep abreast of development in school Nutrition Services management and in nutrition education

• Coordinate central kitchen facility preparing and delivering bulk or pre-plated meals to individual schools

• Coordinate capital outlay projects such as the building of new school cafeterias and central kitchens

• Oversee and is responsible for maintaining accurate physical inventory as well as the related recordkeeping

• Direct the sanitation, inspection and analysis of Nutrition Services facilities and equipment

• Perform related duties as assigned

**KNOWLEDGE OF:**

• Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA donated food usage and competitive food sales

• Principles of good nutrition and SMI regulations and their application to school food service and nutritional well-being of students

• Applicable state and Federal laws, regulations, codes, policies and procedures related to child nutrition programs

• Food sanitation principles and control of microbiological and physical contamination of food

• Food testing procedures, including sensory evaluations

• Management principles of accounting, budgeting, data processing, purchasing, warehousing, transportation, personnel management and collective bargaining

• Menu planning to meet nutritional needs and taste preferences of students and to control plate waste

• Food pricing and portion controls
• Kitchen layout and food, supply and food services equipment specification preparation

• Purchasing ethics

ABILITY TO:

• Apply professional knowledge and administrative ability in directing a comprehensive school food service program

• Establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees, and their organizations, subordinate personnel and the general public

• Direct and supervise employees for maximum productivity and morale

• Analyze situations accurately and adopt appropriate courses of action

• Speak before groups and write effectively

• Sit, stand, stoop, kneel, bend and walk

• Lift and carry up to 25 pounds

• Operate office and kitchen machines and equipment in a safe and effective manner

MINIMUM QUALIFICATIONS:

EDUCATION: Equivalent to two (2) years college or university with a major in dietetics, foods and nutrition, hotel and restaurant management, institutional management, business or public administration, or a related field is desirable

EXPERIENCE: Five (5) years of administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management. Multi-unit supervisory food service experience is desirable.

LICENSES: Valid California Driver’s License and California approved Food Safety Certification