

Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Job Description
Director of Child Nutrition Services (Classified Management)

Position: Director of Child Nutrition Services

Location: District Office and designated GUSD sites

Starting Date: TBD

Payroll Range: Classified Exempt Salary Schedule Range – Dd

Yearly Salary: \$80,620 – \$104,331 (6-step salary schedule, salary placement dependent upon related experience)

Yearly Stipends: \$1,000 for Masters / \$1,500 Doctorate degrees

Benefit Plan: Management Benefit Plan (posted on GUSD web site)

Supervisor/Evaluator: Assistant Superintendent, Business Services

Funding Source: Food Service Fund

BASIC FUNCTION: Under the direction of the Assistant Superintendent, Business Services, the Director of Child Nutrition Services plans, organizes, controls and directs the school food service, nutrition and education programs including program planning, resource allocation, food service facilities design, administration of food and food service warehouse systems, consultation and advisement to the District management team and program of nutrition information for students, staff, and community. Additionally, the Director of Child Nutrition Services supervises and evaluates the performance of assigned personnel.

TYPICAL DUTIES (Responsibilities will include but not be limited to):

The Director of Child Nutrition Services is responsible for the following duties:

- Directs and administers the food service program in conformance with federal, state and local regulations and District policy.
- Directs and coordinates activities of supervisors and staff.
- Establishes, analyzes and adjusts production schedules and estimates time requirements and cost for completion of job assignments and all department projects.
- Recommends and coordinates policies and measures to improve production and service methods, procedures, equipment performance, use of equipment and quality of product to increase department efficiency, control costs and maintain sanitary practices.
- Analyzes, tests, and evaluates food products, supplies and equipment.
- Manages the preventative maintenance program and directs planning for remodeling or development of new food services facilities.
- Directs and coordinates the procurement of food, supplies and equipment, including warehousing and distribution. Writes product specifications, bids and contracts.
- Coordinates inventory control, reviews requisitions, supplies and equipment.
- Develops and maintains current department procedure handbook and monitors departmental operations for quality control.
- Prepares and monitors department budgets and analyzes financial records.
- Directs and monitors comprehensive departmental training and promotes professional growth and development program.

- Analyzes and resolves work problems or assists workers in solving problems by practicing effective labor management relations.
- Directs departmental evaluations, motivates workers to achieve goals and recommends personnel action.
- Establishes, monitors and enforces safety rules and regulations for the purpose of safeguarding staff and student health.
- Implements technology solutions and maintains data processing systems for food and warehouse operations.
- Provides leaderships in the development and implementation of nutrition education programs, state university dietetic internship program, and District student wellness program.
- Conducts nutrient analysis of menus and plans special diets for students with medical conditions.
- Initiates and establishes outside contracts to provide meals to local agencies.
- Develops and submits reports as required by county, state and federal government and represents the District at such agency meetings.
- Consults, advises architects, contractors, and District personnel on design, construction or alteration of food service facilities.
- Performs other related activities as required.

KNOWLEDGE AND ABILITIES:

- Menu-planning to meet the nutritional requirements of school-aged children
- Food production including preparation, service and storage
- Sanitation and safety practices related to cooking and serving food
- Operation of various kitchen appliances and equipment
- Report writing and collecting data, basic statistical methodology and statistical analysis and theory
- Basic budgeting principles
- Applicable Federal, State, and local laws, codes, rules and regulations
- Monitoring and evaluating the work of contractors, vendors & consultants
- Prioritizing and assigning work
- Proficiency using a computer and related software applications
- Interpreting and applying safe work practices
- Performing detailed work in an accurate and organized manner
- Working collaboratively with other departments, the public and external contractors
- Achieving results using a flexible, open approach to problem solving while remaining sensitive to people issues
- Managing time and multiple priorities
- Developing work plans
- Communication and interpersonal relations as applied to interaction with coworkers, supervisor, the general public, and others

WORKING ENVIRONMENT:

- Office environment
- Kitchen Environment
- Driving a vehicle to conduct business

PHYSICAL DEMANDS (consideration will be given to reasonable accommodation):

- Sufficient hearing to conduct in-person and telephone conversations
- Sufficient physical mobility to move about kitchen environments, school sites, and drive a car
- Sufficient vision to read printed material
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical, mental, and emotional stamina to endure long hours under stressful conditions
- Standing and sitting for long periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- During crisis situations, may require moderate to significant physical work and lengthy periods of standing
- Physical ability to lift, carry, push, pull up to ten pounds on a regularly basis and up to 30 pounds occasionally
- Ability to bend, twist, kneel and stoop
- Ability to reach in all directions

OTHER CHARACTERISTICS:

- Willing to work irregular hours/days including evenings, weekends and holidays, and on-call for emergencies
- Willing to travel locally
- Willing to work at any school location and be assigned

REQUIRED QUALIFICATIONS:

- Bachelor's degree, or equivalent educational 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 five years of experience in management of SNPs ("School Nutritional Programs").
- At least eight hours of food safety training either not more than five years prior to start date or completed within 30 calendar days of start date.
- Valid certification from the ServeSafe Manager Certification Program or equivalent program.
- Valid California driver's license
- Must reside within 45-minutes of the GUSD Administration Office

PREFERRED QUALIFICATIONS:

- Bilingual in English/Spanish

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any persons on the basis of gender, race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.