



## **DIRECTOR OF CHILD NUTRITION SERVICES**

### **DEFINITION:**

Under the direction of the Assistant Superintendant of Business Services or the Superintendent's designee, plans, organizes, controls and directs the Child Nutrition Department of the District; develops and implements District-wide policies and procedures to assure compliance with federal, state and local laws and regulations; and supervises and evaluates the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

Supervise and evaluate the performance of assigned staff;

Interview and select employees and implement transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Assist in preparing and developing the annual budget for Child Nutrition; analyze and review financial data; control and authorize expenditures in accordance with established guidelines.

Direct the development of food and equipment specifications, procurement requirements and the testing of new food services, products, supplies and equipment; coordinate procurement, warehousing and applicable inventories.

Direct the training, supervision and management of meal preparation and services; establish and maintain sanitation, quality and nutritional standards.

Direct the identification of maintenance requirements for food service facilities and equipment; coordinate the completion of services.

Consult in the development of kitchen plans for new and remodeled facilities.

Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Attend a variety of meetings to maintain current knowledge of nutritional requirements, legal codes and related requirements; conduct and facilitate meetings.

Operate a computer and other office equipment.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Planning, organization and direction of a food services department.
- 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.
- Applicable laws, codes, regulations, policies and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Kitchen planning and large food service equipment.

Ability to:

- Plan, organize and administer the Child Nutrition Program of the District.
- Assure compliance with federal, state and local laws and regulations.
- Provide leadership in nutrition education and food service.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Problem solve.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Lift and carry up to 50 pounds.
- Complete requirements for food handler's certificate.

Experience:

Any combination equivalent to college courses in food service and management or related field. Five years of increasingly responsible experience in the administration of a food service program

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