

	<p style="text-align: center;"><b>Classified Position Description</b></p> <p style="text-align: center;"><b>Director of Student Nutrition/Record Retention</b></p>	<p>Initial Date: January 27, 1999  Board Approval:  Revision Date:  Personnel Commission:  Range: Classified Management Salary  Schedule  Reports to Assistant Superintendent of  Business Services</p>
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**DESCRIPTION OF BASIC FUNCTIONS & RESPONSIBILITIES:**

Plans, organizes, supervises, and directs the food service functions of the District to assure compliance with local, state, and federal requirements of nutrition, sanitation, and safety. To assign, schedule, and direct the work of the food service staff district-wide. To coordinate with site administrators in the scheduling and direction of food service activities at schools and other District sites. To coordinate and analyze records retention system for all sites within the district.

**REPORTING RELATIONSHIPS:**

This management position is responsible to the Chief Fiscal Officer for the supervision and ongoing control of all District-wide food service functions. This is accomplished primarily by working in a supervisory capacity with food service workers and in a control capacity by conducting continuous site visits.

**REPRESENTATIVE DUTIES:**

- Directs the District-wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances, and School District policies.
- Responsible for the efficient and economical operation of the food service program.
- Develops and recommends changes in food service program policies and procedures to district administrators.
- Prepares and administers the food service department budget, including subsidy and other income projections and control of expenditures.
- Analyzes food service department financial statements and takes corrective action when necessary to prevent financial losses.
- Plans or approves menus for the district, insuring dietary balance, nutritional adequacy and quantity.
- Orders food, supplies and equipment; initiates bids for quotation and comparison; arranges for proper storage and delivery of food and supplies, requests commodity foods as necessary.
- Manages contracts with packaged meal suppliers, local vendors and caterers.
- Conducts on-site visitations regularly to coordinate and review food service operations, analyzing effectiveness, and assuring compliance with laws, regulations and standards of safety and sanitation.
- Conducts training programs, workshops and meetings to develop operation, production and service standards and practices.
- Seeks new methods, products and procedures for the purpose of improving the food service operations.
- Makes recommendations for employment, transfer, promotion, demotion or dismissal of food service personnel.
- Evaluates or assists in the evaluation of all food service employees.
- Arranges for equipment maintenance and repair; recommends the purchase of new or replacement equipment.
- Maintains a variety of records, logs and files related to food services including inventory and budget records; develops forms and procedures to facilitate record keeping.
- Manages the distribution and processing of applications for free and reduced price meals.
- Meets and works with the health departments, school site councils and other interested groups concerning the food service program.
- Performs related duties as assigned.
- Supervises the multi-media methods of records storage for permanent records.
- Manages the records storage and time dated disposal of all non-permanent records in

- accordance with the state and audit requirement.
- Supervises the duplicating department.

### **EMPLOYMENT STANDARDS:**

#### *KNOWLEDGE OF:*

- Techniques and methods of supervision and evaluation.
- Food service functions and services including use of equipment used in the storage, preparation and dispensing of food in quantity.
- Principles and practices of nutrition, food accounting, menu preparation and large scale food service management.
- Pertinent health and safety rules and regulations.

#### *ABILITY TO:*

- Communicate effectively and tactfully in both oral and written form with subordinate staff, District administrators and other staff members, and the general public.
- Prepare budget estimates and project equipment, supply and staffing requirements.
- Plan and execute food service projects and programs.
- Control activities of subordinate staff and coordinate, monitor, and schedule tasks.
- Effectively train and evaluate subordinate staff.
- Maintain assigned logs and records and prepare required reports.
- Keep abreast of various technological and regulatory changes in the food service field.
- Pass a Class “A” physical.
- Manage records retention program.

### **WORKING CONDITIONS:**

- Light to heavy physical effort.

### **ENVIRONMENTAL CONDITIONS:**

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work done primarily on concrete floors.

### **CONTACTS:**

- Daily contact with students, teachers, all school and District staff.
- Occasional contact with parents, community members.

### **EDUCATION AND EXPERIENCE:**

- A Bachelor’s Degree from an accredited college or university with emphasis in foods and nutrition, institutional management or a related field. (Food service administration or supervisory experience may be substituted on a year for year basis.)
- Minimum of two years supervisory experience. Multi-unit administrative or supervisory school food service experience is desirable.

### **OCCUPATIONAL CERTIFICATES/LICENSES:**

- Possession of a valid California driver’s license and a driving record which meets the requirements of the District’s insurance carrier.

