

BUENA PARK SCHOOL DISTRICT

DIRECTOR OF CHILD NUTRITION SERVICES

DEFINITION

Administer, plan, organize, staff, and direct the District's Food Services programs and school cafeteria operations, including nutrition, sanitation, purchasing and financial functions; responsible for the administration of the District's Child Nutrition Services Program including the National School Lunch and School Breakfast Programs, the After School Snack Program and other programs, including those available through the USDA; train, supervise and evaluate assigned personnel; and performs other related duties as required.

EXAMPLES OF DUTIES

- Plan, organize, staff, direct and administer District's Food Services programs and school cafeteria operations
- Ensure compliance with federal and State laws, and District regulations and policies
- Establish operating procedures for District cafeterias and satellite serving kitchen
- Plan, develop and evaluate menus based on nutritional content, cost efficiency and conformity with federal and state guidelines
- Oversee the processing of the free and reduced meal application process and verification process
- Identify and conduct training and in-service programs for department
- Develop annual departmental budget and ensure sound fiscal management practices including budget monitoring and control
- Conduct research and remain current with developments in school food services management and nutrition education
- Visit school sites regularly to observe food service personnel and procedures
- Other related duties as required

QUALIFICATIONS

Knowledge of:

Modern methods, principles and practices of the implementation of a large-quantity, quality nutrition program, including:

- Purchasing, ordering, receiving and inventorying food, equipment and supplies, including the correct use and care of institutional kitchen equipment and utensils
- Meal production planning and procedures, scheduling, food preparation, serving, receiving and storing
- Federal, State and District legal mandates, policies, regulations and requirements
- Proper methods of health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations
- Processing of free and reduced meal applications and verification in conformity with federal and state guidelines
- Effective budget preparation and control procedures, including establishing cost controls and knowledge of basic cost accounting techniques
- Student nutritional and dietary requirements
- Effective methods of management, supervision, training and evaluation of personnel
- Methods of marketing and presenting prepared food to students/buyers
- Technology usage and applications for departmental use
- Skills required to direct a large school nutrition program, provide leadership in nutrition education, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities

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Ability to:

- Direct, plan, organize, staff, develop, direct and administer effective, efficient and comprehensive nutrition services operational methods and procedures
- Ensure appropriate utilization of food service items, equipment and supplies
- Select, supervise, train, manage and evaluate department personnel
- Plan nutritionally-balanced menus that appeal to children
- Plan and oversee department budget; implement corrective actions as needed
- Utilize and operate computerized office programs, software programs and other office equipment, as well as possess the appropriate level of technological skills needed to utilize email, standard software, data entry, and departmental computerized program used to manage data regarding sales, meals served, payments, and related data used for a variety of purposes, including for State claim reimbursement purposes
- Develop and maintain cooperative organizational relationships
- Maintain records and prepare and present oral and written reports within scheduled time lines
- Operate various kitchen equipment; train staff to safely operate various kitchen equipment
- Foster a positive work environment and cooperative relationships
- Work independently, as well as form and lead staff as a team
- Analyze situations accurately and adopt an effective course of action
- Provide leadership in nutrition education and to identify and use resources to remain current with industry changes
- Ability to perform essential functions of the job with or without reasonable accommodation

EXPERIENCE

A minimum of five years experience in progressively responsible positions in an institutional food services program, including at least two years in a managerial role, preferably in a school setting.

EDUCATION

Minimum of twelfth-grade education or equivalent, supplemented by college-level course work in institutional food management, nutrition, dietetics, safety/sanitation, business, or closely related field.

CERTIFICATE/LICENSE REQUIREMENTS

Possession of a valid food handlers certificate.
Possession of valid California drivers license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Revised: April 29, 2011

Board Approved: May 9, 2011