



PERSONNEL COMMISSION

Class Code: 5060
Salary Range: 55 (M2)

NUTRITION SERVICES DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, control and direct the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and direct the operations and activities of the District's Nutrition Services department including review of school site cafeterias, nutritional education programs, free and reduced price meal program, maintenance of preparation and serving equipment, menu preparation, sanitation, storage, transport and delivery of food products and information technology, purchasing and accounting functions; assure compliance with federal and State laws, regulations and policies. **E**
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Develop and implement policies, procedures and programs for Nutrition Services programs and activities; direct Nutrition Services operating procedures. **E**
- Provide technical expertise, information and assistance to District administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Prepare and develop the annual budgets for the Nutrition Services department; analyze and review budgetary and financial data; control and authorize expenditures. **E**
- Oversee and assure purchasing activities comply with applicable statutes, regulations and policies; approve specifications for purchase of food and equipment; authorize requisitions. **E**
- Oversee and direct the research of available products and interviewing of vendors to establish and maintain sources of supply through competitive bids; determine and recommend pricing for consideration by the Board of Education. **E**

- Direct the activities of the free and reduced price meal program to assure the department meets applicable regulations and accountability standards. ***E***
- Direct the planning and implementation of operational changes with Nutrition Service managers, principals, site supervisors, or other District personnel. ***E***
- Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. ***E***
- Oversee and direct the planning of kitchen and cafeteria layouts during construction and remodeling; direct the review of bids and analyze cost figures. ***E***
- Coordinate dissemination of departmental information and nutrition materials to the public, staff and other organizations. ***E***
- Direct and oversee research and special projects; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. ***E***
- Analyze the impact of federal or state legislation or regulations on Nutrition Service programs and determine appropriate course of action. ***E***
- Visit sites to observe and evaluate Nutrition Services personnel and procedures; develop and implement improved methods of food preparation and service; drive a District or personal vehicle to conduct site visits and attend meetings. ***E***
- Operate a variety of office equipment including a computer and assigned software programs. ***E***
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Nutrition Services operations. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Director plans, organizes, controls and directs the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, free and reduced price meal program, maintenance of preparation and serving equipment, menu preparation, sanitation, storage, transport and delivery of food products and information technology, purchasing and accounting functions.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organizing and directing a large institutional nutrition service program, operations and activities.

Principles and practices of quantity food service preparation, serving and storage.

Sanitation and safety practices related to cooking and serving food.

Budget preparation and control.

Financial and statistical recordkeeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable federal and State laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Strategic planning and project management techniques.
Public speaking techniques.

Ability to:

Plan, organize, control and direct the operations and activities of the Nutrition Services department.
Review and analyze work methods, procedures, and schedules.
Assure compliance with federal and State laws, regulations and policies including health and sanitation requirements.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop, prepare and monitor budgets.
Develop and evaluate procedures and processes.
Supervise and evaluate the performance of assigned staff.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Develop and implement long-term strategic plans.
Direct and evaluate in-service training programs for nutrition service employees.
Accept and carry out responsibility for direction, control and planning.
Maintain current knowledge of institutional food service methods and trends.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.

Education and Experience:

Bachelor's degree, or equivalent educational experience, with a 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, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

OR

Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

SPECIAL REQUIREMENTS:

Possession of a valid California Class C driver's license and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

SELF-CERTIFICATION OF FOOD SAFETY TRAINING:

At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

WORKING ENVIRONMENT

Nutrition services and office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and inspect nutrition service sites.
Hearing and speaking to exchange information and deliver oral presentations.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

4/13/1989

Revised: 4/15/1999

Revised: 7/1/2004

Revised: 10/29/2015

Revised: 2/4/2016