



LOMPEC UNIFIED SCHOOL DISTRICT

DIRECTOR-CHILD NUTRITION SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent-Business, plan, organize, control and direct the overall operations and activities of District Child Nutrition Service programs including nutrition, sanitation, cost control, menu planning, purchasing and accounting functions; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the overall operations and activities of District Child Nutrition Service programs including multiple school sites and central kitchen; provide services within established timeframes and assure District compliance with CDE, County and USDA established regulations, guidelines and requirements for School Nutrition Programs and Summer Food Service Programs.
- Plan, develop, prepare and evaluate menus for a variety of school food programs; determine types and quantities of food, supplies and equipment and/or ensuring compliance with pertinent regulations.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical information and assistance to administrators regarding Child Nutrition Services activities, needs and issues; assist in the formulation and development of policies, procedures and programs; plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Coordinate and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.
- Develop and prepare the annual preliminary budget for the Child Nutrition Services Department; analyze and review budgetary and financial data; monitor, control and authorize expenditures in accordance with established limitations.
- Plan, organize and supervise the control of expenditures for food, purchasing process, time, labor and other operating costs at all food service sites; coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel, food service operations, menus, inventory, equipment, personnel, policies, budgets, financial activity and assigned duties; compute statistical information for various mandated reports; assure mandated reports are submitted to appropriate governmental agency according to established timelines.
- Research a variety of topics including new products, safety and health requirements, laws and regulations; recommend purchases, contracts and maintaining district wide services.
- Communicate with other administrators, personnel, parents, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Plan and present information such as budget overviews, USDA regulations, distribution and formulas ensuring adherence to established internal controls.
- Collaborate with internal and external personnel such as other administrators, auditors, public agencies, community members; serve as a partner for health initiatives in the community at large.

- Seek grant opportunities for Child Nutrition Services materials, food, equipment and infrastructure.
- Provide leadership to support the District's Wellness Program; collaborate with district staff to develop curriculum and provide relevant educational outreach regarding wellness and nutrition to the community.
- Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work and site visits.
- Attend and conduct a variety of meetings as assigned; attend training and conferences; develop, implement and conduct departmental in-service trainings to ensure assigned employees meet the minimum USDA trainings requirements; represent the Child Nutrition Services department at inter-District, area and regional meetings, seminars and conferences.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree with academic major in food management, nutrition, dietetics, culinary arts, business or a closely related field and five years of increasingly responsible, experience in school or institutional based nutrition/food services setting involving planning and preparation of food in large quantity including three years in a lead capacity.

Licenses and other Requirements

- Valid California Class C driver's license.
- Registered Dietitian (RD) certification.
- Manager Serve-Safe Certificate or equivalent.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

Knowledge of:

- Planning, organization and direction of Child Nutrition operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items.
- Budget preparation and control.
- District child nutrition service programs, operations and activities.
- Meal production planning and scheduling.
- Quantity food service preparation, serving and storage.
- Commercial kitchen equipment, utensils, and measurements.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures USDA surplus commodities, wellness polices and National School Lunch Programs.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Arithmetic computations.

Ability to:

- Plan, organize, control and direct District Child Nutrition Service operations and activities.
- Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities.
- Train, supervise and evaluate the performance of assigned staff.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- 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.
- Operate a computer and assigned office equipment.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Perform arithmetic calculations quickly and accurately.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.
- Indoor/Office/Kitchen environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Generally, the job requires 70% sitting, 15% walking and 15% standing

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: Level VI