WESTMINSTER SCHOOL DISTRICT

TITLE: DIRECTOR OF NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plans, coordinates, and directs a district-wide Nutrition Service Program using a critical level of decision-making; acts in a liaison capacity with school principals, community, and administrative personnel; is responsible for food service needs in regard to purchasing, budget development and administration, financial record-keeping, and facilities maintenance services; develops nutritional menus designed to meet national school lunch, school breakfast, and after school snack programs.

REPRESENTATIVE DUTIES:

Plans, organizes and directs a child nutrition and food service program; to provide school lunches and other special food services.

Administers and directs the food services program in a financial manner consistent with economic principles and district policies.

Sets standards, and administers the district's child nutrition and food services program in accordance with good nutrition and health standards, as well as state and federal regulations.

Develops guidelines for menu-planning, and monitors staff performance in the planning of menus.

Establishes staffing patterns, and delegates responsibility for carrying out the designated functions of the food services program.

Analyzes trends in school meal sales and costs.

Coordinates the nutrition services program with state and federal agencies, and provides the necessary reports and records.

Prepares, submits and administers the annual budget for the district's nutrition and food service program.

Assists in the development of specifications for the purchase of food service equipment, facilities and supplies.

Confers with vendors and evaluates new menu products.

Researches products and plans for changes in product lines and procedures.

Oversees the receipt, distribution and use of food service supplies and equipment, as well as the maintenance of inventory of those materials.

Conducts nutrient analysis of menus and recipes to meet state standards.

Develops and maintains mandated Hazard Analysis Critical Control Plan.

Develops customer and department policies.

Plans and implements mandatory training for nutrition staff and other personnel per program and state requirements.

Recommends kitchen design and remodeling.

Schedules mandatory annual site program reviews, including monitoring for the National School Lunch Program, School Breakfast Program, and After School Snack Program.

Reviews and approves all reimbursement claims.

Plans, allocates and monitors all USDA food commodities.

Organizes and implements the yearly bid process for all food supplies.

Evaluates and makes recommendations on software updates, point-of-service programs and new computer related systems.

Reviews and approves all purchase orders.

Develops marketing and merchandising strategies to promote and maintain student participation in all nutrition service programs offered.

Coordinates and conducts site visits and monitoring of school cafeterias.

Evaluates and signs staff time sheets.

Attends School Nutrition Association related meetings and conferences to discuss related topics and regulation changes for all meal programs.

Participates as a member of the District Leadership Team and other committees as assigned.

Travels to school sites to consult with school principals and personnel to establish or revise operational policies; resolve problems involving food standards or staff.

Makes food services available for special programs approved by the school district.

Provides information on and interprets the school district's nutrition and food service program to management, staff and the community.

Develops and submits proposals and applications to secure state and federal nutrition grants.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Assistant Superintendent, Business Services.

Supervises and evaluates the Assistant Director, Child Nutrition and Food Services Program, the Nutrition Services Supervisor, other food service workers, and assigned accounting and clerical personnel.

Internal Contacts: Frequent and continuing contact with school and district administrative staff, the Facilities Planning Director, food service personnel, school board members, and other district personnel. Some contact with students, and advisory groups regarding student and adult meal preferences.

External Contacts: Continuing contact with food service vendors and suppliers, State and County nutrition staff and Health Department personnel, as well as District architects and consultants on food service projects and facilities. Some contact with PTA representatives, and with food service personnel of other school districts.

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

The principles and methods of large scale food service management.

Nutritional requirements of school-age children for the National School Lunch Program, School Breakfast Program and After School Snack Program.

Sanitation and employee safety regulations and practices related to cooking and serving food.

Advanced food preparation technology, including cook/chill procedures.

Food service equipment utilization, maintenance and repair.

Modern office practices and procedures.

Laws and regulations relative to school nutrition services and school meal and snack programs.

Purcasing small and large quantities of food and non-food products

Food products and food preparation methods.

Principles of budget preparation and financial record-keeping procedures.

Operation of a computer, computer network, and software applications and other office equipment.

ABILITY TO:

Assure compliance with health and sanitation requirements.

Assemble and analyze data through the use of computers and advanced data collection procedures, and make appropriate recommendations.

Plan and administer the district-wide Nutrition Services Program.

Keep current on legislative actions and other legally-mandated administrative regulations, and to communicate changes relative to food service programs to other members of the staff, and to the community.

Assure that food items are prepared, transported, served and stored properly.

Communicate effectively, both orally and in writing.

Effectively supervise and evaluate the performance of assigned staff.

Establish and maintain cooperative working relationships with school personnel, parents and students.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Education: Any combination equivalent to graduation from an accredited college with a Bachelors degree; with ~~a~~ specialization in dietetics, institutional management, nutrition, or a related field. Additional years of directly-related experience (over and above the minimum experience noted below) may be substituted on a year-for-year basis for up to a maximum of two years of the college education requirement.

Experience: At least five years of progressively responsible recent experience in a large food service program, or in a large institutional feeding program, including at least two years of recent supervisory responsibility for a large kitchen and a diversified feeding program.

LICENSES:

Possession and maintenance of a valid California driver's license, as well as a dependable mode of motorized transportation.

WORKING CONDITIONS:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Lifts, carries, pushes, pulls, up to 50 pounds; occasionally stands for extended periods of time; walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts and catalogs. Frequently drives a vehicle, operates a personal computer and uses the telephone. Works inside and outside; is exposed to high and low temperatures and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water and wears oven mitts and plastic gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor.

PREPARED BY:	Classified Personnel Department	Date: August, 1994
APPROVED BY::	Board of Trustees	Date: September 1, 1994
APPROVED BY::	Personnel Commission	Date: September 7, 1994
REVISED BY:	Personnel Commission	Date: September 24, 2013