



JOB DESCRIPTION

Position Code: 700
Management Group: SJAA
Salary Range: 16
Work Days: 225
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POSITION TITLE: Director, Nutrition Services

DEFINITION: Under general direction organizes, plans and directs the operation of the food services program; organizes and implements nutritional services and a nutritional education program; works with administrative and nutrition services personnel and the general public in promoting the school lunch program and provides and maintains efficient and effective food service to all schools in the district.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Establishes budget amounts and supervises the preparation of the annual nutrition services budget; establishes financial policies that will permit the serving of nutritionally adequate and satisfying meals at minimum cost to the students and taxpayers.
2. Develops specifications and establishes standards of quality for food, equipment and supplies; requisitions amount of food, equipment and supplies to be purchases; reviews bids on all items to be used in nutrition services operations
3. Provides continuous evaluation of all phases of the program, analyzes trends in school lunch sales and costs and in new foods and modern equipment to upgrade the level of food service.
4. Determines the requirements for accurate accounting, recordkeeping and reporting procedures necessary for proper control of food, labor, equipment and supplies.
5. Supervises and assists in the preparation of federal and state reports and in the regulation, distribution and effective use of federal offerings of surplus commodities.
6. Plans new cafeteria facilities; plans and provides for the remodeling of existing cafeteria facilities.
7. Keeps abreast of current and prospective legislation and maintains a working knowledge of local and state health laws and regulations.
8. Prepares handbooks and procedure manuals plans and conducts workshops and training programs for nutrition services personnel, evaluates performance of employees, and recommends promotions and transfers.
9. Interviews and employs skilled nutrition services personnel; cooperates in establishing yearly calendars, job descriptions, salary schedule revisions, etc., for food service employees.
10. Plans and approves all meals to be served including those prepared for special functions in cooperation with student body, faculty, administrative and outside organizations.
11. Plans and approves menus to ensure they meet the nutritional standards of meals served, and utilize the maximum surplus commodities for continued eligibility for financial assistance under state and federal regulations.
12. Supervises the implementation of nutrition education program.
13. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to graduation from a 4-year accredited college plus five years of supervisory experience in a large scale foodservice program.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and methods of large scale food service management
- Knowledge of modern business and office methods and practices
- Knowledge of laws and regulations relating to surplus commodities and school lunch programs
- Knowledge of financial recordkeeping procedures
- Ability to plan and administer a large scale food program
- Ability to establish and maintain cooperative relations with other public officials, school employees, parents and students

WORKING CONDITIONS:

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Sufficient vision to read volumes of printed materials
- Sufficient hearing to conduct in person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Possession of a valid California driver's license; willing to work additional hours periodically
- Willing to travel locally. Active status as a registered dietician is desirable

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Approved by Personnel Division

Adopted: 5/22/1973

Revised: 8/5/1980

Revised: 6/27/1989