

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Nutrition Services, assist in the coordination of menu and recipe development, operations, USDA commodity program, the National Breakfast & Lunch Program of the District, and Child and Adult Care Food Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Shall be held accountable for the quality of food in the food service program.
- b. Assist in directing, supervising and planning of the District-wide food service operations and programs including the USDA National School Lunch program and other District programs.
- c. Develop and implement goals, objectives, policies and procedures related to District food service programs and student diet plans in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies.
- d. Assist in planning, organizing, controlling and directing the District-wide food service operations and programs; assist in developing and implementing menus, goals and objectives, policies and procedures related to District food service programs and student diet plans.
- e. Coordinate and conduct in-services and food service training programs in a variety of food service areas including proper preparation, storage, rules, regulation and guidelines, sanitation and safety, and other as needed.
- f. Develop and direct menu planning for regular, special, and contracted meal programs maximizing the use of dollars; conduct research and analyze data regarding nutritional adequacy and assure compliance with governmental regulations.
- g. Prepare and test standardized recipes; train staff on preparation of standardized recipes, portion control, production factors, and USDA meal patterns that affects menu compliance; provide standards for quality of foods prepared and served.
- h. Prepare and implement special diets as requested; ensure meals provided to children with special dietary needs, including food allergies and medical conditions, meat dietary restrictions; instructs food service staff on food preparation to ensure instructions are implemented.
- i. Provide nutritional information regarding Nutrition Services menus to health services staff.
- j. Maintain and update nutrient analysis software program and nutritional information on Department's website.
- k. Advise and provide nutrition-related materials to District employees, students, parents, and the community; participate in community activities relating to the Nutrition Services program.
- l. Monitor work and assure compliance and safety, serve as a resource to staff as needed.
- m. Supervise the performance of assigned personnel.
- n. Provide technical expertise, information and assistance to the Director regarding food service operations; advise the Director of unusual trends or problems and recommend appropriate corrective action.
- o. Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies to various District sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.
- p. Prepare and maintain a variety of narrative and statistical reports, records and files related to food service activities and personnel; create forms, handbooks and other materials to improve productivity; submit reports to appropriate agencies to assure State and federal expense reimbursements.
- q. Communicate on a weekly basis with other administrators, personnel, vendors, students, parents and outside organizations to coordinate food service activities and programs, resolve issues and conflicts and exchange information.

- r. Participates in the formulation and development of policies, procedures and programs designed to develop new and improved existing child nutrition programs and services; recommend, establish and maintain uniform operating procedures for department activities and operation; assist in analyzing the impact of changes to federal or State legislation or regulation on District programs.
- s. Confers with satellite kitchen personnel, Café Managers, school site, District level administrators, and other stakeholder of the child nutrition program regarding nutritional services matters
- t. Operate a computerized point of sale (POS) system; operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
- u. Attend and conduct a variety of meetings as assigned.
- v. Serve as Director in the absence of the Director

REQUIREMENTS

WORK YEAR:

Classified Management Employee (12 Months-8Hours)

EDUCATION:

Completion of a Bachelor's Degree in nutrition, food science, food production or public health and active status as a Registered Dietitian (RD) or RD eligible at time of appointment. Must obtain RD within six months of appointment date. (required)

EXPERIENCE:

Three years of professional work experience in institutional food service, where duties include managing/supervising employees engaged in large volume quality food preparation, cooking and serving, including responsibility for coordination of several food service facilitates, scheduling of employees, employee training and evaluation. (required)

LICENSE:

Health and Safety Certification (ServSafe Certificate or its equivalent).

Valid California Class C Driver's License; use of private automobile may be required.

SALARY:

Classified Management Employee, Range 002

BENEFITS:

Medical (employee contribution), 100% dental, vision and life insurance

CHARACTERISTICS:

The position requires the ability to see for purposes of performing essential job duties, reading directions, recipes, menus, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate office and kitchen equipment with dexterity; and occasionally lift/carry equipment and supplies weighing up to 25 pounds.

WORKING CONDITIONS:

Office and school cafeteria; there may be bending to retrieve supplies and equipment, pushing/pulling equipment and supplies, and reaching in all directions. May be subject to constant interruptions.