**GATEWAY UNIFIED SCHOOL DISTRICT**
4411 Mountain Lakes Boulevard
Redding, CA 96003

**JOB DESCRIPTION: DIRECTOR OF NUTRITION/FACILITY SERVICES**

**DEFINITION:**
Under the direction of the Superintendent, the Director of Nutrition and Facilities Services shall provide leadership and direction for the District's Food Service and Maintenance & Operations Departments and shall be responsible for the overall organization, management and administration of the nutrition and facilities programs to ensure proper nutrition and promote the health and safety of students, staff and visitors while adhering to District, State and Federal policies, regulations and guidelines. This position supervises the employees of the Food Service and Maintenance & Operations Departments.

**DISTINGUISHING CHARACTERISTICS:**
As a member of the District Leadership Team, works cooperatively with other members of the team and serves as a resource to District personnel and the educational community concerning nutritional education, child dietary needs, facilities maintenance, modernization plans, the bidding process, applicable codes, ordinances, regulations, and operational guidelines associated with the nutrition and facilities programs.

**ESSENTIAL DUTIES:**
- Oversees the recruitment, selection, supervision, training, and evaluation of assigned staff.
- Reviews and approves time cards and absence reports for assigned staff. Assigns substitute staff, as needed.
- Assists assigned staff in determining appropriate courses of action regarding solutions to unusual or unforeseen problems and concerns.
- Attends and participates in scheduled board meetings and provides department reports.
- Plans, organizes, coordinates, and directs the District food service program, including the management of central kitchen, satellite serving and preparation kitchen operations.
- Plans, organizes and coordinates the preparation and dissemination of State and Federal required school lunch and breakfast related reports.
- Establishes and maintains standards for quantity and quality control, cleanliness and sanitation for food service program.
- Directs and coordinates the preparation of food service menus ensuring that all federal requirements are met.
- Oversees the reconciliation of all Cafeteria Fund expenditures and revenues to the monthly general ledger; District's monthly food service bank statements and daily sales; District meal counts for all paid, free and reduced meals and approves all cafeteria fund payables.
- Organizes, plans, directs and monitors an extensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, and equipment of the district.
- Monitors and evaluates the purchasing, receiving, storage, and distribution of supplies, materials and equipment, and recommends acquisition of needed stock in order to maintain an appropriate inventory to meet nutrition and facilities program needs.
- Responsible for development and maintenance of the 5 Year Master Plan and establishes schedules for ongoing preventive maintenance and equipment replacement.
- Establishes priorities, organizing, scheduling, coordinating, supervising the work functions of the maintenance, repair and construction operation;
- Participates in budget planning and in the development, implementation and maintenance of the District equipment and expenditure control procedures.

- Responsible for inspection and review of maintenance work sites, school facilities and office buildings to ensure against safety hazards and improper preventive maintenance.
- Reviews work orders and major project plans and aids in the coordination of manpower resources and material allocations;
- Confers with District and site personnel and others regarding maintenance, repair and construction projects, and serves as liaison to vendors and contractors providing service to the District.
- Maintains a variety of records pertaining to the maintenance and grounds operational process which may include cost estimates as to time and material, and personnel service time.
- Responsible for oversight and maintenance of the District Safety Plan in coordination with the school site administrators and the Director of Instructional Services.
- Responsible for maintenance and monitoring of the Injury and Illness Prevention Program (IIPP) ensuring district-wide training in safety procedures and enforcement of safe work practices in conformance with Occupational Health and Safety Administration (OSHA) standards.
- Oversees Asbestos Management Program and assigns maintenance staff to monitor, review and administer appropriate training and documentation of the program.
- Oversees and ensures District compliance with the Shasta Trinity Schools Insurance Group (STSIG) Safety Incentive program.
- Chairman of the District Safety Committee meetings.
- Performs other related duties as assigned.

## QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, techniques, and strategies relative to the management of food service and facilities programs;
- Nutrition, dietary values, proper food combinations and economic food substitutes;
- Legal mandates, policies, regulations and guidelines pertaining to a food service program, including the requirements of the National School Lunch Act;
- Principles and practices of administration, supervision and training.

Ability to:

- Effectively and efficiently plan, organize and direct the functions and activities of the nutrition and facilities programs;
- Develop product and service specifications;
- Direct and coordinate the preparation of menus which create a balanced and nutritious diet for children of various age levels;
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative, organizational and community relationships with organizations such as California School Nutrition Association, School Nutrition Association, City Public Works and Maintenance Departments, Fire Prevention, as well as other Federal State and local agencies.

## PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise

move objects. This type of work involves some sitting but will involve walking or standing for brief periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and object are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION:**

- Must meet the current USDA Professional Standards for School Nutrition Professionals.

Experience:
3 – 5 years of responsible experience in a supervisory position, two years of which must have been in a school district.

Education:
Equivalent to the completion of twelfth grade, supplemented by college coursework or training in areas relevant to this position.

**License Requirement**
Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**
Insurability by the District's liability insurance carrier.