

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Director, Child Nutrition Services

CLASSIFICATION: Classified Management

REPORTS TO: Deputy Superintendent, Business Services

DESCRIPTION:

Planning, organizing, and directing the District's food service program and staff, and training programs for department personnel.

PERFORMANCE RESPONSIBILITIES:

- Supervising and directing the district food service program conforming to federal, state and school district policies and regulations.
- Ensuring that the operation of the food service program is efficient and economical.
- Implementing and supervising the preparation of cost control records; analyzing financial and operating statement.
- Planning a master menu for the District, ensuring dietary balance and nutritional adequacies.
- Supervising the quality of food preparation and delivery.
- Inspecting cafeterias for cleanliness and compliance with established operating procedures, and ensuring accountability.
- Evaluating all child nutrition staff annually.
- Directing the hiring, assigning, transferring, and retaining of food service personnel.
- Preparing the budget for food service operation and controlling expenditures.
- Preparing specifications, renewing bids, and purchasing cafeteria foods, supplies, and equipment.
- Assisting with the planning of any community service which utilizes cafeteria facilities.

KNOWLEDGE OF:

Modern food service methods and equipment; food values, proper food combinations, and economical substitutions that may be used within food groups; proper health and sanitation methods and procedures used in food service operations; accounting records of a food service program; purchasing methods and control; and principles of supervision.

ABILITY TO:

Prepare balanced menus for children of varying ages; buy large quantities of food economically; prepare and utilize accounting records for self-sustaining food service programs; select, train, and supervise cafeteria personnel; coordinate and direct all phases of cafeteria operations; establish and maintain cooperative relationships with those contacted during the course of work.

EDUCATION and EXPERIENCE REQUIREMENTS:

Bachelor's degree from a recognized college or university, majoring in nutritional sciences or health sciences or a related field; and experience in the food services area. Three years of experience in school cafeteria management, or three years of experience in institutional food management involving the planning and preparation of food in large quantities.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

Board Approved: January 15, 2019

Revised: April 16, 2019