



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF STUDENT NUTRITION

REPORTS TO: Associate Superintendent Chief Business Officer **SITE:** District Office

CLASSIFICATION: Classified Management **WORK YEAR:** 221 Days

SALARY: Administrator-Manager Salary Schedule **EFFECTIVE DATE:** August 1, 2023

APPROVED BY THE BOARD OF TRUSTEES: 08/24/2023

JOB SUMMARY:

Under the direction of the Associate Superintendent, Chief Business Officer, s/he is responsible for accomplishment of objectives of District's Student Nutrition program; plans, organizes, and coordinates all aspects of the district-wide Student Nutrition Program; develops a business plan, a marketing plan, and budget for the Department, and coordinates financial transactions and details of the Student Nutrition Service operation, in conjunction with food services contractor if appropriate; Assist in training operations manager, cafeteria lead cooks and other student nutrition employees in scratch cooking, food preparation techniques, technology programs, and provides training in various marketing programs; supervises and evaluates kitchen lead cooks and other student nutrition employees. In collaboration with Human Resources, within the context of the District staff professional development program and contract interpretation and provides personnel training to student nutrition services staff; Communicates with Administration and student groups at all schools concerning the planning of the program and its quality. Performs other related duties and responsibilities as required. Participates in State and Federal Program audits.

ESSENTIAL FUNCTIONS:

- * Plan and directs the District-wide Student Nutrition Department activities regarding schedules, operations, methods, procedures, material and equipment requirements.
- * Acts as the Direct Supervisor to the Student Nutrition Department, including the Student Nutrition Operations Manager, Site operations, warehouse, and district office staff.
- * Provides for and assumes data collection for bookkeeping and financial analysis for revenue and expenses
- * Prepares Student Nutrition and Cafeteria funds budgets and monthly analysis.
- * Prepares reports that provide for analysis of the quality of food service and financial condition and the status of the Student Nutrition Program in relation to stated objectives;
- * Collaborate with District and Site Administrators about service, operations, and support for students meals within the district.
- * Provide and comprehensive and efficient Universal Feeding program that services all students nutritional needs and requirements
- * Create Scratch cooked compliant methods and recipes for sites to plan and prepare menu choices to students on a daily and weekly basis.
- * Develop and implement appropriate training for scratch-cooking, baking, serving, and cleaning methods and techniques.
- * Checks dietary balance and nutritional adequacy;
- * Oversees the purchasing, replacement, design, and planning of equipment in coordinating with district maintenance dept. or outside vendors

- *Ensures state and local compliance with public bidding procedures, use of vendor, contractors, and etc.
- * Research, Plans and coordinates technology systems and strategies within the Student Nutrition Department for efficiency and accountability.
- *Distributes and utilizes appropriately foods secured from subsidy programs;
- * Inspect in collaboration with operations manager, site staff to inspect site cafeteria for cleanliness and conformity to established operating procedures
- *Assists with and solves existing problems, and determining future requirements of personal and material, policies, and equipment
- * Eliminates waste and maximizes savings by working and communicating with vendors and district staff
- *Consults and participates in any construction related items or and works with construction manager in regards to any alterations to the program.
- *Coordinates oversight of site projects. Reviews and monitors the work of contractors in maintenance of the Student Nutrition facilities.
- *Prepares, applies, and oversees grants, waivers, and funding available for the student nutrition program.
- * Accept and carry out responsibility for direction, control and planning.
- * Train and supervise the performance of assigned staff and determines employees transfer, and promotion, discipline, and dismissal of personnel.
- *Participates in labor disputes as appropriate
- *Supervises and trains assigned personnel in effective leadership skills, problem solving techniques, and proactive communication.
- *Prepares periodic incident reports and accident investigations
- *Assists in the preparation of specifications for bids.
- *Participates in the district Disaster preparation planning
- *Works closely with staff to ensure a safe and efficient working environment, in compliance with applicable federal, state, and local laws.
- * Prepare specifications and analyze bids for food, supply and equipment contracts.
- * Communicate effectively both orally and in writing.
- * Assure compliance with health and safety regulations.
- * Prepare budgets and approve budget expenditures.
- * Evaluate food products, supplies and equipment.
- * Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- * Establish and maintain cooperative and effective working relationships with others.
- * Operate a computer and assigned office equipment.
- * Analyze situations accurately and adopt an effective course of action.
- * Meet schedules and time lines.
- * Plan and organize work.
- * Direct the maintenance of a variety of reports and files related to assigned activities.

QUALIFICATIONS:

Education/Training Experience Any combination equivalent to: bachelor’s degree in institutional food management, nutrition or related field and five years of increasingly responsible experience in institutional or commercial quantity food service operations including two years of experience in a supervisory capacity

KNOWLEDGE OF:

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- Quality meals including scratch cooking methods including ethnic options, plant based options, and side dishes. Side dishes include grains, vegetables, and fruit offerings.
- District student nutrition programs, operations and activities Nutrition, food values, food combinations, economical substitutions and menu planning.
- Use and care of manual and mechanical food processing equipment. Commercial kitchen equipment, utensils and measurements.
- National School Breakfast and Lunch Program requirements including nutrition education components.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Meet and Understand State of California Universal Mandated Meals Program, Ed Code Section 49501.5
- Budget preparation and controls.
- Health and safety regulations.
- Banquet planning, preparation and service.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.
- Operation of a computer, technology and assigned software including Microsoft office products.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Stamina sufficient to sit, stand or walk for long periods of time.
- Vision sufficient to read fine printed materials and computer-generated information and data, as well as computer terminal displays.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to write legibly, operate a computer keyboard, and to use standard office equipment and supplies.
- Stamina to lift, reach with hands and arms, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Move, lift and/or carry up to 20 pounds.
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver License.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.
- Driving a vehicle to conduct work
- Valid Serv-Safe Certificate

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.