

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business Services, plan, organize, control and direct the Nutrition Services Department; assure compliance with county, State and federal regulations regarding the National School Lunch and School Breakfast programs, sanitation and safety; plan, organize and implement operational procedures to assure cost beneficial operations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District Nutrition Services Department; develop and implement policies and procedures to assure compliance with District, county, State and federal policies, regulations and guidelines; plan special food service programs to meet District needs.

Direct and supervise menu planning; assure menus meet established State and federal guidelines regarding nutritional quality and quantity; establish and maintain standards for quality and quantity control, cleanliness, sanitation and safety.

Monitor and evaluate the purchasing, receiving and storage of food, supplies, materials and equipment; oversee and monitor USDA commodity program as required; plan for new food service equipment as required; assist in the design development phase for new facilities or renovation of existing facilities.

Prepare formal and informal bids including bid documents and product specifications in accordance with District policies and State and federal guidelines; evaluate bids and make recommendations for awards; obtain vendor quotes; oversee purchasing functions to maintain compliance with bids and contracts; communicate with vendors regarding new products and services and to resolve product, pricing or delivery schedule issues.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct meal application and verification process for the National School Lunch Program; oversee meal accountability and claiming process under specified programs in accordance with program guidelines.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and maintain a data management and storage system as required.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Nutrition Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Nutrition Services Department.

Nutritional requirements of school-aged children.

Sanitation and safety practices related to cooking and serving food.

Proper methods of food handling.

State and federal regulations regarding child nutrition programs.

Principles of nutrition and menu planning.

Kitchen equipment and utensils used in large scale nutrition programs.

Budget preparation and control.

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 and assigned software.

ABILITY TO:

Plan, organize, control and direct the operations of the Nutrition Services Department.

Assure compliance with District, State and federal requirements regarding nutrition, sanitation, safety and record-keeping.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain 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.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business administration or related field is required.

Experience: Five years of increasingly responsible experience in the administration of a school or institutional food service program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Valid food safety management certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy food products.