

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
Range M21**

DIRECTOR OF NUTRITION SERVICES

JOB SUMMARY

Under administrative direction of the Assistant Superintendent, Business Services, plans, coordinates, directs and oversees District-wide food nutrition services in schools and facilities and acts as a liaison between school principals, the community and administrative personnel, and oversees the development of nutritional menus designed to meet National School Lunch Program requirements.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other nutrition services management classifications in that the incumbent in this job classification is required to plan, coordinate, direct and oversee the District's nutrition services program. The Supervisor, Nutrition Services is responsible for supervising the planning, scheduling and preparation of overall kitchen operations functions at the District Nutrition Center. The Nutrition Specialist is required to plan and prepare District-wide, cost-effective school menus, and to manage the planning and preparation of nutritionally balanced, quality meals for students.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Assistant Superintendent, Business Services. Responsibilities include direct supervision of departmental staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Plans, coordinates and directs the nutrition services program to provide school meals and snack requirements and other special food services;
- Sets standards and administers the nutrition service program in accordance with good nutritional, health and budget requirements and state and federal regulations;
- Conducts nutrient analysis of menus and recipes to meet state standards;
- Develops and maintains mandated Hazard Analysis Critical Control Plan;
- Establishes and makes changes to staffing patterns and delegates responsibility for carrying out functions of the program;
- Develops customer and department policies;
- Supervises and evaluates assigned staff, plans and implements mandatory training for food service and other personnel per program and state requirements;
- Reviews and approves all vacation and/or absence requests;
- Recommends kitchen design and remodeling;
- Analyzes trends in school lunch sale and costs;
- Coordinates the food services program with state and federal agencies and provides the necessary reports and records;
- Schedules mandatory annual site program reviews, including monitoring for the National School Lunch Program, School Breakfast Program, and After School Snack Program;
- Prepares, submits and administers the annual budget for the food services program;
- Reviews and signs all reimbursement claims;
- Reviews monthly profit and loss statements to ensure financial viability and directs planning of food service program in a financial manner consistent with accepted economic principles and District policies;
- Develops and identifies basic needs and specifications for the purchase and/or replacement of equipment and supplies;
- Confers with vendors and evaluates new menu products;

- Plans, allocates and monitors all USDA food commodities;
- Analyzes inventory to plan well balanced, cost effective and attractive lunch and breakfast menus;
- Plans changes in products and procedures;
- Organizes and implements the yearly bid process for all food and supplies;
- Evaluates and makes recommendations on software updates, point-of-service programs and new computer related systems;
- Reviews all purchase orders;
- Receives and facilitates requests for specialized programs;
- Conducts community and staff nutrition services public relations programs;
- Provides information and interprets the nutrition service program to management, staff and the community;
- Develops marketing and merchandising strategies to promote and maintain student participation in all nutrition service programs offered;
- Coordinates and conducts site visits and monitoring of school cafeterias;
- Evaluates and signs all staff time sheets;
- Determines specifications for purchasing food, equipment and supplies, and ensures compliance with applicable federal and state laws, regulations and policies during the procurement process;
- Attends and participates in meetings, workshops, conferences and training in order to keep current with emerging trends as related to nutrition services for school-aged children;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: A bachelor's degree in dietetics, institutional management, nutrition, food science or a closely related field to the duties and requirements of the classification from an institute of higher learning recognized by the Council of Higher Education Accreditation is required.

Experience: Five (5) years of experience in the administration of a large nutrition service program or in a large institutional feeding program, including at least two (2) years of supervisory responsibility for a large kitchen and a diversified feeding program, is required. Additional managerial experience in the field of school nutrition services above the required minimum may be substituted for college education on a year-to-year basis for up to two (2) years.

Knowledge of:

- Applicable federal, state, local laws, regulations, policies and procedures as it relates to Food and Nutrition Services for school-aged children (e.g., National School Lunch, Afterschool Snack, School Breakfast, Child and Adult Care, and Summer Meal programs);
- Principles and practices of food sanitation and safety, as well as Hazard Analysis & Critical Control Point (HACCP) Food Safety System;
- Scientific principles of nutrition and application to feeding school-aged children;
- Principles, methods and practices of large scale nutrition service administration, management, preparation and meal planning;
- Administration principles and practices for a nutrition service program;
- Health sanitation and employee safety regulations, as well as rules as it relates to nutrition service;
- Dietary and menu planning, development and adjustment;
- Recipe development and adjustment;
- Use of modern office equipment and tools;
- Food, product, equipment and food preparation methods;
- Principles, methods and practices of budgeting and financial record keeping procedures;
- Arithmetic computation (e.g., percentages, fractions)

- Principles, practices and techniques of employee supervision and coaching, training and management;
- Principles and practices of quality customer service;
- Principles, practices and techniques of research and record keeping;
- Processes and procedures involved in ordering, receiving, storing and inventory of food and supplies;
- Proper use and care of institutional kitchen equipment and utensils;
- Current software and related applications.

Ability to:

- Research, assemble and analyze data and make appropriate recommendations;
- Analytically and logically evaluate information, issues and problems;
- Exercise discretion and judgment in choosing courses of action;
- Plan, organize, manage, implement, administer and evaluate a large scale food program;
- Perform accurate computations;
- Effectively plan, manage and monitor a department budget;
- Adhere to applicable laws, regulations, policies and procedures as it relates to food and nutrition services for school-aged children such as the Federal Meal program requirements;
- Keep up-to-date with current nutritional laws, regulations and practices;
- Handle all types of food and ingredients;
- Meet schedules and deadlines;
- Communicate clearly and effectively, both orally and in writing;
- Establish and maintain cooperative, working relationships with others;
- Diplomatically handle conflicts;
- Effectively supervise and train staff;
- Effectively manage, evaluate and coach the job performance of staff;
- Organize and maintain records and information for reporting purposes;
- Use computer software programs;
- Provide quality customer service;
- Effectively work in a team environment;
- Established and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A valid ServSafe California Food Handler certification is required.

Special information:

- The availability of private transportation to transport between job sites or the ability to operate a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 year.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment, both indoor and outdoor schools and venues, and also in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent must be able to handle all types of food. The incumbent may also work around knives, dicers, mixers, slicers and other sharp objects and will be required to drive a vehicle to and from school sites and/or Nutrition Center during all types of weather. Work surfaces may be slippery. This position has direct contact with the public and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment. The noise level in the work environment is usually loud depending on specific worksites and/or equipment operation.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting in addition to a large kitchen setting as follows: to stand for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to occasionally reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects and tools, to operate nutrition service equipment; to independently and regularly lift and/or move up to 40 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver’s license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District’s Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Director of Nutrition Services Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	11/03/80
Revised by the Personnel Commission:	07/01/85, 10/03/88, 05/3/07, 07/3/08, 09/12/11, 02/27/17