JOB DESCRIPTION

Nutrition Services Director
Senior Classified Management Position

Reports to:	Superintendent or designee	**Employment Group / Salary Range:**	Classified Management
Dept:	Administrative Services	**FLSA:**	Exempt
Annual Work Days:	261	**Formal Review Date:** **Board Approval Date:**	10/28/24 11/04/24

PRIMARY FUNCTIONS

Plan, organize and direct the activities of the District wide Nutrition Services. Supervise Nutrition Service personnel to assure compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record keeping; train and evaluate the performance of staff. Responsible for the National School Lunch and School Breakfast Programs, the After School Snack Program, the Seamless Summer Food Service Program and other programs available through the US Department of Agriculture. Works directly under the supervision of the Superintendent's designee. Supervises subordinates and classified personnel in the Food Services Division and student helpers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates and evaluates work of the District's Nutrition Services department operations; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.

- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; responds to grievances; approves overtime/compensatory time and accurate reporting of absence time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with established procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Develop and maintain a comprehensive marketing plan; develop procurement procedures.
- Develop, implement and monitor internal controls to ensure financial accountability and program integrity.

QUALIFICATIONS

Education and Experience:
Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or**

Bachelor's degree in any academic major and at least two years of relevant School Nutrition Program (SNP) experience; **or**

Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least two years of relevant SNP experience.

Licenses, Certificates and Other Requirements:

- At least fifteen hours of annual food safety training is required either not more than five years prior to their starting date or completed within 30 calendar days of employee's starting date.
- Must possess a valid California Driver's License and driving record sufficient to maintain insurability by the District's carrier at standard rates
- Must hold a Food Handlers Certification

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, concepts, and techniques used in child nutrition and food service operations in a K-12 educational environment.
- Food systems management, including purchasing, receiving and storage
- Methods and materials used in preparing and serving food.
- Sanitation and food safety practices and procedures related to storing, preparing, and serving food.
- Principles and practices of public administration including budgeting, purchasing and maintenance of public records.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance, and advancement.
- Applicable federal, state, local and District laws, rules, and regulations including child nutrition and food service operations.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.

- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan and manage the employees and activities of the Nutrition Services Department.
- Manage and direct a complex food service operation with multiple work locations.
- Plan and organize a program for maximum efficiency, utilizing sound business practices.
- Develop and establish procedures and controls to ensure compliance with standards of quality, laws, rules and regulations governing food service operations in schools.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex child nutrition and food service issues.
- Work collaboratively with District directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively orally, make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with internal and external stakeholders.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion. The employee regularly works in kitchen and cafeteria environments where the noise level is usually moderate. The employee occasionally works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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Employee Signature ***Date***

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Name Printed