North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	**Director – Nutrition Services & Wellness**
Department:	Child Nutrition Services
Reports to:	Assistant Superintendent -Business Services
Salary:	Mgmt. Salary Sched. – Grade 4A

SUMMARY:

Under the direction of the Assistant Superintendent of Business Services, assists in the coordination, supervision and implementation of all activities in the Child Nutrition Program for the District.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist in the planning and implementation of all programs of the Child Nutrition Department for the District.
2. Train and evaluate the performance of assigned staff.
3. Direct purchasing, warehousing, and distribution of food, supplies and equipment, makes recommendations for cost savings.
4. Assist with the development and management of the department budget, involving revenue and cost analysis, setting of staffing levels and capital equipment replacement.
5. Travel to various sites to conduct site observations; monitor operations and services; evaluate organization and sanitation of facility, compliance to State and Federal regulations, and equipment and supply needs; arrange for equipment/facilities repair at school sites as needed.
6. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
7. Operate a computer and other office equipment as assigned, operate various kitchen equipment and appliances; drive a vehicle to conduct work asassigned.
8. Develop Breakfast and Lunch Menus using nutritional software that meets or exceeds current state regulations.
9. Lead the district Wellness Committee with the goal of ensuring a healthy school environment for students and staff members.
10. Provide guidance related to nutrition curriculum, food safety and related practices for extended learning.
11. Promote staff and student wellness opportunities in and around the district and community and communicate the goals and objectives of the District Wellness Committee with the staff and families of the district.
12. Shall serve as the advisor to the Athletic Department, Boosters, PTO, Principals, Student Organizations and other organizations concerning food-related fundraising efforts to ensure compliance

with local, state and federal guidelines.
13. Attend and conduct a variety of meetings as assigned.
14. Work with community agencies such as Blue Zone, Taylor Farms, etc.., to form partnerships that can provide healthy food options, nutrition workshops, and support with gardens for farm to table foods.

MINIMUM QUALIFICATIONS

1. At least 18 years of age.
2. Three years of increasingly responsible experience in quantity food preparation and service operations including two years in a supervisory capacity.
3. Valid Food Safety Certificate issued by a recognized provider of Food Safety Examination and Certification.
4. Valid California Drivers License.

KNOWLEDGE OF:

1. Planning, organization and management of the Child Nutrition Program.
2. Federal, state and local food service laws, codes and regulations.
3. Budget preparation and administration for a food service operation.
4. Sanitation and safety measures pertinent to the food service industry.
5. Techniques of supervision, training, and personnel management.
6. Commodity processing.
7. Food preparation methods relating to a central kitchen.
8. Knowledge and ability to support nutrition education and wellness initiatives.

ABILITY TO:

1. Train, assign and direct the work of Child Nutrition employees.
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions.
8. Maintain accurate and neat records and reports.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Maintain regular attendance and punctuality.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

1. College-level coursework in nutrition or a related field.
2. Three years of increasingly responsible experience in quantity food preparation and service operations including two years in a supervisory capacity.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 50 pounds of materials etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: June 24, 2021