CLASSIFIED MANAGEMENT			
Work Location	Roseland School District Office	**Responsible To**	Business Manager/Superintendent
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the Nutrition and Wellness Director Salary Schedule	**Benefits**	Eligible for District Benefits on a pro-rata basis

DEFINITION:
Under the general supervision of the Business Manager/Superintendent, the Nutrition and Wellness Director will oversee all aspects of the District Child Nutrition Program (CNP) operation. The job functions include administering, planning, directing, assessing, implementing and evaluating the program in order to meet the nutritional and educational needs of the, as they relate to Child Nutrition Program (CNP). The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following Federal, State, USDA and local guidelines. The CNP is to provide an environment that support healthy food habits while maintaining program integrity and customer satisfaction.

ESSENTIONAL FUNCTIONAL AREA OF DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

Customer Service:

- Establish Quality standards for the presentation and service of food.
- Implement a district wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety and Employee Safety:

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrates employee safety regulations into all phases of the school food service operation.
- Establish procedures and policies for risk management.

Financial Management and Recordkeeping:

- Establish measureable financial objectives and goals for the CNP.
- Manage the CNP using appropriate financial management techniques. Monitor cafeteria budget to control expenses.

- Implement efficient management techniques to ensure all records are maintained in accordance with local, State and Federal laws and policies.
- Prepare for and participate in 3 year Administrative Reviews and follow up compliance.

Food Production:

- Develop procedures to ensure the food production system provide safe, nutritious food of high quality.
- Ensure operational procedures for efficient and effective food production and distribution.

Procurement:

- Implement a cost effective procurement system
- Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies and nutrition objectives.
- Establish standards for receiving, storing, and inventorying food and nonfood supplies based on sound principals of management.

Program Accountability:

- Ensure CNO Compliance with all local, State and Federal laws, regulations and policies.
- Provide technical assistance and training for school food service personnel, school administrators and other school support staff.
- Develop guidelines for providing services in response to Disaster or Emergency situations.

Nutrition and Menu Planning:

- Develop cost effective menus that maintain nutrition integrity and meet all local, State and Federal guidelines and regulations.
- Assess customer preferences, industry trends and current research to plan menus that encourage participation in the CNP.
- Work with school staff, teachers, parents and physicians to plan menus for children with special nutritional needs.

General Management:

- Employ management techniques to maintain an effective and efficient CNP.
- Develop short and long term goals through strategic planning for the district school food service program that supports the philosophies of the school Board of Education.
- Implement policies and procedures to ensure the effective operation of CNP's role in the Education community.
- Review current research information to determine health and nutrition related trends, and food service developments; develops innovative program changes and expansion based on this information.

- Compilation of Request for Proposal for vendored Food service Contract. Ensure RFP comply with applicable state and federal laws, regulations, statutes, and policies. This will include a formal review and approval of all FSMC RFPs prior to release, including the supporting solicitation documents, and resulting contracts prior to execution.

Personnel Management:

- Implement personnel policies and procedures for the CNP according to local, State and Federal regulations and laws.
- Develop methods for hiring, training, and evaluating personnel that recognize education, experience, performance and certification.
- Establish standards for the professional development of the District's CNP personnel.

KNOWLEDGE OF:

- Standard clerical and office procedures.
- Standard office machines and computers.
- Safe work precautions and practices.
- Standard accounting practices.
- Budget management and systems for consistent monitoring

ABILITY TO:

- Provide and facilitate staff training.
- Work hands-on in the delivery of the Food Service Program
- Learn and perform a variety of clerical, food service and office related duties.
- Take personal initiative in solving problems related to the Food Service Program.
- Maintain a proactive approach to problem solving.
- Maintain strict confidentiality when working with food service, personnel, negotiations, and supervisory matters
- Establish and maintain effective working relations with peers and others
- Follow oral and written instruction of supervisor.
- Provide for the smooth and efficient operation of the food service program
- Meet the physical requirements necessary to safely and effectively perform assigned duties

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Minimum Education Requirements:

- Bachelor's Degree or equivalent educational experience with academic major in the following specific areas: 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 State-recognized certificate for school nutrition directors; or

- Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; or
- Associate's degree or equivalent educational experience with academic major in the following specific areas: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field and at least 2 years of relevant school nutrition programs experience.

Minimum Prior Training Standards:

- At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.

Other:

- Bilingual in Spanish, both oral and written highly desirable

LICENSES, CERTIFICATES AND DOCUMENTATION REQUIRED:

- Possession of a valid California Driver's license, provide DMV Driver's License Information Report and evidence of appropriate automobile insurance based on DMV regulations. This position requires frequent travel to the district's school sites.
- Clearance by RESIG physical screening for cafeteria related tasks.

Board Approved: December 19, 2007
Board Revised and Approved: October 23, 2013
Board Revised and Approved: November 16, 2016