

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

### **Director of Food & Nutrition Services**

#### **GENERAL PURPOSE**

Under general policy direction, plans, organizes, supervises, coordinates and directs the District's Food and Nutrition Services programs, activities and operations; manages, directs and oversees the food services operation and activities of the District's Central Production kitchen, school sites and warehouse; ensures program compliance with federal and state guidelines, fiscal accountability, nutritional integrity and operational efficiency and effectiveness; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

#### **DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for managing, directing and integrating the activities and operations of Food and Nutrition Services. The incumbent ensures that students receive nutritious, palatable meals in compliance with all federal, state, local and District laws, codes, rules, policies and procedures. The incumbent is accountable for directing and managing menu planning, food preparation, production, delivery and service for a number of nutrition programs, as well as a nutrition education program. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

#### **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.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Food and Nutrition Services department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and

provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.

5. As mandated by and in compliance with federal, state and District laws, regulations, rules and policies, develops, organizes, integrates, directs and monitors a wide array of food and nutrition service programs, including operation of the national school breakfast and lunch, after school meal supplement programs and a nutrition education program; plans, organizes, directs and monitors menu planning, food preparation, production, delivery and service; creates, recommends and monitors applicable program budgets and reviews and corrects related financial record-keeping and reporting, including those completed at individual school sites.
6. Directs and monitors nutrition services activities and operations; conducts onsite visits to review and assess activities and operations; analyzes effectiveness of operations, systems, policies and procedures and develops and recommends improvements; continually monitors, assesses and verifies compliance with applicable federal, state and District laws, regulations, policies, procedures and standards, including those related to liability prevention, food storage, handling and safety, employee safety and sanitation; identifies problems and issues and provides assistance and direction to supervisors to resolve issues; organizes in-service training for nutrition services employees; manages the District's USDA commodity program.
7. Plans, organizes and directs the purchase and storage of food and nutrition services supplies and equipment; sets criteria for product selection and evaluates food items; assesses and determines bid specifications and testing criteria; prepares bid documents; evaluates bids and determines or recommends the award of bids, selecting appropriate vendors and suppliers; approves all food and supply purchases; analyzes and maintains food cost control records to determine improved methods for purchasing and utilization of food, equipment, personnel and supplies; assists in development of and monitors procedures for warehousing food and supplies; establishes, implements, monitors and recommends improvements to Department's technology program; participates in purchasing co-op groups.
8. Directs and monitors the maintenance and utilization of equipment, supplies and facilities; within scope of authority, evaluates and improves physical lay out; plans and recommends designs for remodeling of existing nutrition services facilities and building of new plant facilities; identifies, evaluates and recommends types of facilities and equipment; initiates and approves work orders; directs and oversees upkeep of equipment and corresponding maintenance records.
9. Represents Food and Nutrition Services in interactions with other District departments and personnel, governmental and private agencies, consultants, sales representatives and other outside organizations; coordinates and collaborates with District departments and school sites; serves on various District review panels; attends and participates in applicable meetings and conferences; provides expertise, information and assistance to management; receives, responds to and/or resolves questions, inquiries and complaints from vendors, parents, staff, students and others, as necessary.
10. Compiles and analyzes relevant information; drafts, edits, reviews and presents reports and other documents, including those for Board review.

## **QUALIFICATIONS**

### **Knowledge of:**

1. School food service programs, operations and activities.
2. Principles, practices and procedures applicable to meal production planning and scheduling.
3. Principles and methods of quantity food service preparation, serving and storage.
4. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
5. Applicable federal, state and District programs, laws, regulations, policies and practices.
6. Nutrition and menu planning theories, principles, practices and methods.
7. Sanitation and safety practices related to storing, preparing and serving food.
8. Kitchen equipment, utensils and measurements commonly used in a large-scale nutrition program.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, organize, integrate and direct a large school district Food Services program and operation.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
4. Evaluate food products, supplies and equipment.
5. Maintain records and prepare reports.
6. Estimate food quantities needed and order quantities for economical food service.
7. Communicate effectively orally and in writing.
8. Operate a computer and standard business software.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
11. Establish and maintain effective working relationships with District administrators, management, board members, faculty, staff, parents, students, representatives of other agencies and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from a four-year college or university with a major in nutrition or a closely related field; and at least five years of progressively responsible experience in a nutrition services setting, at least three of which were in a management capacity. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

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, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, parents, students, representatives of other agencies and others encountered in the course of work.

**WORK 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 individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: February 18, 2021