

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF CHILD NUTRITION SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent for Business Services and Support, plans, organizes, and directs the Child Nutrition Services (CNS) Department of the District; develops and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations; supervises and evaluates the performance of assigned staff; and committed to teamwork, collaboration, and cross-training to provide optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, controls, and directs the CNS Department of the District; develops and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations. Assures that nutritional content complies with applicable state and federal nutrition standards.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and implements transfers and reassignments; recommends termination and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates.
- Develops and prepares the annual budget for the District's CNS Program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established guidelines.
- Identifies present and future requirements for the District's CNS Department; develops long-term and short-term goals.
- Directs the development of food and equipment specifications, procurement requirements, and the testing of new food service products, supplies, and equipment; coordinates procurement, warehousing, and applicable inventories.
- Directs the training, supervision, and management of meal preparation and services; establishes and maintains sanitation, quality, and nutritional standards.
- Directs the food and nutrition program cost accounting controls to permit appropriate financial reporting; directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to food service and operations.
- Provides technical expertise, information, and assistance to the Assistant Superintendent for Business Services and Support regarding assigned functions; assists as needed in the formulation and development of policies, procedures, and programs.
- Directs the identification of maintenance requirements for the District's food service facilities and equipment; coordinates the completion of services with the District's Facilities Department.
- Consults in the development of kitchen and cafeteria plans for new and remodeled facilities.
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts; exchanges information.
- Attends a variety of meetings to maintain current knowledge of nutritional requirements, legal codes, and related requirements; conducts and facilitates meetings.
- Operates a computer and other office equipment.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Planning, organization, and direction of a large-scale food and nutrition department.
- Menu planning to meet the nutritional requirements of school-age children.
- Food production including preparation, service, and storage.
- Applicable laws, codes, regulations, policies, and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Kitchen planning and large food service equipment.

ABILITY TO:

- Plan, organize, and administer the food and nutrition program of the District.
- Direct a school nutritional program.
- Assure compliance with federal, state, and local laws and regulations.
- Provide leadership in nutrition education and food service.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to a bachelor's degree in nutrition, business administration, or related field and five years increasingly responsible experience in the administration of a school district food and nutrition program.

CERTIFICATIONS/LICENSES:

- Food Service Manager's Training Certification from the County Department of Health.
- Valid California driver's license and availability of a private vehicle.

Management Salary Schedule: Range E

BOARD APPROVED: 12-6-11

REVISION DATES: