Position: Director - Nutrition Services	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Nutrition Services assists in overseeing Nutrition Services operations, including food production, distribution, meal service, program administration, and operational support functions. The position supports departmental goals through effective personnel management, efficient operations, regulatory compliance, and high-quality meal service. The Director leads compliance with all applicable federal, state, and local regulations while providing safe, nutritious, appealing, and cost-effective meals that support student achievement and wellness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Plan, coordinate, and supervise food production, distribution, and meal service operations across school sites and central kitchen facilities.
- Oversight of the compliance of food safety, sanitation, HACCP standards, and health department requirements.
- Coordinate compliance, reporting, and administrative activities related to federal and state child nutrition programs.
- Oversee departmental recordkeeping, reporting, reimbursement documentation, and compliance monitoring activities.
- Support menu planning to ensure meals meet nutritional requirements and reflect student preferences.
- Evaluate and improve systems for efficiency, quality, and customer service.
- Supervise and evaluate assigned personnel; participate in recruitment, selection, onboarding, training, employee relations, and performance management functions.
- Monitor participation trends and implement strategies to increase student engagement in meal programs.
- Monitor regulatory changes, industry best practices, and emerging trends in child nutrition programs.
- Support initiatives such as farm-to-school programs, scratch cooking, and nutrition education.
- Develop staffing plans and schedules to ensure efficient operations.
- Coordinate operational support services and monitor Nutrition Services equipment and facility maintenance needs.
- Oversight of compliance with required staff training and support ongoing professional development.
- Foster a collaborative, customer-focused culture aligned with district and departmental goals.
- Communicate with vendors, contractors, and external agencies to coordinate services and resolve issues.
- Lead the compliance of all applicable federal, state, and local laws, codes, and regulations related to

public procurement.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:
- Education: Bachelor’s degree or higher, with academic major in specific areas of concentration such as food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or other related field
- Experience: Five years of increasingly responsible experience in school nutrition program management

LICENSES AND CERTIFICATES
- Valid California driver’s license required
- ServSafe Manager Certification preferred
- Must meet USDA Professional Standards requirements for school nutrition program directors