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

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 Executive Director - Nutrition Services provides strategic leadership and direction for the district's Nutrition Services Department, ensuring the delivery of high-quality, nutritious meals that support student health, wellness, and academic success. Oversees all aspects of child nutrition programs, including compliance, operations, financial management, and program innovation. Aligns practices with federal and state requirements, district wellness policies, and strategic priorities, while promoting equitable access to meals and fostering lifelong healthy habits among students.

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.
- Provide vision, leadership, and direction for all district nutrition services programs, including school meals, summer feeding, and supplemental nutrition programs.
- Maintain compliance with all federal, state, and local regulations governing child nutrition programs, including USDA requirements and audit standards.
- Oversee implementation of the California Universal Meals Program, providing equitable access to free, high-quality meals for all students.
- Lead the development of menus and nutrition standards that promote student health, meet dietary guidelines, and reflect student preferences and cultural diversity.
- Direct all operational aspects of the Nutrition Services Department, including food production, distribution, staffing, facilities, and equipment.
- Develop and manage the department budget, including forecasting, cost control, revenue generation, and financial sustainability.
- Oversee procurement, vendor contracts, and food sourcing for quality, compliance, and cost-effectiveness.
- Collaborate with district leadership and the Health and Wellness Committee to support and implement district wellness policies and initiatives.
- Promote programs that support student health and wellness, including nutrition education, farm-to-school initiatives, and student engagement efforts.
- Monitor participation data, program effectiveness, and operational performance; implement continuous improvement strategies.
- Maintain high standards of food safety, sanitation, and quality control across all sites.
- Provide leadership, supervision, and evaluation of Nutrition Services staff, including managers and site-based personnel.
- Develop and implement professional development programs to build staff capacity and provide high-quality service.
- Collaborate with school administrators and district departments to align nutrition services with instructional and operational goals.

- Oversee communication and outreach efforts to families and the community regarding nutrition programs and services.
- Serve as the district's representative with state agencies, professional organizations, and community partners related to child nutrition and wellness.
- 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: Equivalent to a Bachelor's degree or higher from an accredited college or university with major coursework in nutrition, food service management, dietetics, public administration, business administration, or a related field. A Master's degree is highly desirable.
- Experience: Five years of increasingly responsible experience in nutrition services, food service management, or child nutrition program administration, including at least three years in a leadership or supervisory capacity. Experience in a public school district or other large-scale institutional nutrition program is highly desirable.

LICENSES AND CERTIFICATES

- Valid California driver’s license required