



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Director of School Nutrition Services

PRIMARY FUNCTIONS:

Under the direction of the Superintendent, Chief Business Officer, or designee, The Director of Food Services will provide oversight and direction for the Nutritional Services for the District. Sets strategic goals and meets with stakeholders to provide the highest possible standards of food quality purchased and produced for students. Supervises and directs, manages and oversees the activities and operations of the District Food Service program including ensuring cost effectiveness and compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record keeping. Coordinates assigned activities with other departments and outside agencies. This is an executive level position with full operational responsibility for Food Services and Warehouse operations.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; establish and maintain Department timelines and priorities; and ensure that school nutrition functions comply with USDA/CDE safety and sanitation regulations and established laws, rules, policies, and procedures.

Plan, organize, and direct District-wide warehouse services, operations, and activities including the acquisition, storage, and distribution of food, materials, supplies, equipment, and services.

Develop, maintain, and improve school nutrition/warehouse inventory control and distribution systems; estimate and order appropriate amounts of food service items, equipment and supplies; and direct the receipt, storage, and rotation of food items and supplies.

Oversee the development and implementation of school nutrition functions, activities, projects, menus, services, goals and objectives; and ensure proper and timely resolution of school nutrition/warehouse issues, conflicts and discrepancies.

Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; provide or coordinate staff training; and review employee time sheets.

Establish, allocate, and monitor appropriate department service and staffing levels according to District policies.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files, correspondence, and reports related to school nutrition/warehouse operations, menus, inventory, equipment, personnel, policies, budgets, financial activities, and assigned duties; compute statistical information for various mandated reports; ensure mandated reports are submitted to appropriate governmental agency according to established timelines; and present staff reports.

Ensure food service facilities, equipment, and utensils are maintained in a clean and sanitary condition; and inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.

Develop and implement menus according to established portion control, recipe guidelines, dietary balance, health and nutrition requirements; develop menus for students requiring special diets; and calculate, develop and adjust recipes for menu items as directed.

Plan, coordinate, and direct catering functions for events that utilize cafeteria facilities as needed.

Prepare monthly menu production sheets for distribution to Food Service cafeteria staff; ensure compliance with regulations and requirements including the National School Lunch/Breakfast Program; and direct the distribution of foods received from subsidy programs and schedule use.

Audit and verify free and reduced-priced meal application records; and train personnel to approve applications according to federal regulations.

Provide technical information and assistance to administrators regarding school nutrition/warehouse activities, needs, and issues; and assist in the formulation and development of policies, procedures, and programs.

Maintain all school nutrition/warehouse equipment; schedule repairs of equipment through District or outside sources; assist in selection of new equipment; prepare specifications for the purchase of food supplies and equipment; and review bids and make purchases and recommendations as appropriate.

Communicate with parents, staff, and various outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software; type and enter data; and oversee the operation of the District-wide point of sale (POS) system.

Conduct on-site visitations on a regular basis to coordinate and review school nutrition/warehouse operations; analyze effectiveness, ensure compliance with laws and regulations, and observe safety and sanitation procedures.

Drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; develop, implement, and conduct departmental in-services as directed; remain knowledgeable of new and current trends and innovations in the food service industry; and serve as the District representative at food service conferences and conventions.

Perform related duties as assigned.

Adhere to Federal regulations, State regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Modern warehouse control systems and procedures.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of supervision and training.

Advanced principles and practices of budget preparation and administration.

Meal production planning and scheduling.

Principles, theories, and practices of child nutrition (including food values, food combinations, adjusting and extending recipes, proper substitutions, and menu planning).

Sanitation and safety practices related to preparing, handling, and serving food.

Inventory practices and procedures including storage and rotation of perishable food.

Procedures used in ordering, receiving, storing food and supplies.

Nutritional and operational requirements of the National School Lunch/Breakfast Program, Child and Adult Care Food Program and related Federal and State USDA/CDE regulations, including the evaluation of applications for free and reduced priced meals for needy students.

Applicable child nutrition cost regulations.

Applicable local, State, and Federal laws, codes, ordinances, regulations, policies, and procedures including health and safety rules and regulations pertaining to food establishments.

Operation of point of sale (POS) system.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, control and direct District-wide child nutrition/warehouse operations and activities.

Coordinate personnel, communications, and record-keeping functions to meet school nutrition/warehouse needs.

Train, supervise, and evaluate the performance of assigned personnel.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient District-wide school nutrition/warehouse program services.

Interpret, apply, and explain Federal, State, and local policies, rules, regulations, policies, and procedures including USDA/CDE regulations.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Ensure proper and timely resolution of school nutrition and warehouse issues, conflicts and

discrepancies.

Coordinate inventory functions and estimate and order appropriate amounts of food service items, materials, equipment, and supplies.

Develop and implement menus in compliance with portion guidelines and nutrition requirements within a fixed budget.

Organize, direct, and ensure accuracy of food service cashiering and accounting functions.

Read and understand child nutrition and nutritional labels.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment including a computer and assigned software.

Meet schedules and timelines.

Work independently with little direction.

Compile comprehensive narrative and statistical reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Bachelor's degree, or equivalent educational experience, with academic major or concentration in 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 at least five years of experience in management of School Nutrition Programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver's License

Valid Food Safety Manager Certificate or equivalent and USDA required five (5) year certificate renewal. Incumbents are required to adhere to the annual minimum required twelve (12) training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office, and kitchen environment; subject to driving a vehicle from site to site.

PHYSICAL ABILITIES:

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and prepare records; dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Working around and with machinery having moving parts.

Heat from ovens and cold from freezers

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted/Revised: June 26, 2007

Police Revised: January 23, 2024