

DIRECTOR, CHILD NUTRITION SERVICES

JOB SUMMARY

Under direction of the Assistant Superintendent of Business Services, plan, organize, direct, and administer a child nutrition information program in an educational system according to the policies approved by the Board of Education. Responsible for program planning, resource allocation, design of food service facilities, administration of child nutrition system, consultation and advisement to school officials and active participation in a program of nutrition information to students.

TYPICAL DUTIES

Direct the district-wide school nutrition program in conformance with federal and state regulations and school district policies. Plan/approve nutritionally adequate menus for all operations. Recommend and assist in the selection, assignment, transfer, and retention of child nutrition personnel. Prepare the food service budget and control expenditures. Analyze financial and operating statements. Establish the organizational framework necessary for achieving program goals and objectives. Direct and coordinate the procurement of foods and supplies including effective warehousing and distribution. Develop and implement standards for efficient and sanitary food service practices and for quantity and quality of food service and preparation. Plan and provide leadership for district-wide meetings and workshops to disseminate information or to provide in-service training. Keep abreast of current developments in child nutrition management and in nutrition education. Assist administrators in the development of a public information program. Direct the analysis of new foods and other products. Serve as a resource person in nutrition the district's curriculum staff. Act as liaison between education and child nutrition staff in nutrition education. Confer with other personnel regarding proposed operational changes. Meet with students, teachers, parents, and civic groups. Represent staff and district at meetings and conferences. Participate in facility planning, equipment specification and selection. Implement a program providing food service for special school related and community activities and occasions. Establish a system of food sales and merchandising. Implement and evaluate safety standards and a system for upholding such standards in facility design and in the purchase, use, and the maintenance of equipment. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and a bachelors degree from an accredited university with emphasis in foods, nutrition, institutional administration, education, or related field. ADA Internship or equivalent and three years of food service experience at the supervisory level or above with one year in school food service. Possession of a valid County Food Handler's Certificate.

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Page 2

Knowledge of: Principles and methods of education, nutrition, and its application to food service and to the education of students. Management principles in accounting, purchasing, personnel, data processing, and programmed budgeting. Food production including preparation and service, storage, sanitation, and safety. Menu planning to meet nutritional, esthetics, and psychological needs of students. Kitchen planning and large food service equipment, audio visual aids and their application. District organization, operations, policies and objectives. Principles and practices of management, supervision, and training. Oral and written communication skills.

Ability to: Apply professional knowledge and administrative ability to direct a school nutrition program. Reason logically and respond independently and creatively. Provide skilled leadership in nutrition education and food service. Establish and maintain cooperative working relationships with all you come into contact with through performing your responsibilities. Direct and supervise employees for maximum productivity. Analyze situations accurately and adopt a decisive, appropriate, course of action. Communicate effectively, both orally and in writing.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage. County Food Handler's Certificate.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing.

