Job Description – Director, Child Nutrition Services

Basic Function:
Accountable for improving student achievement through the effective management of assigned functions and activities; plan, organize, and direct the Food Services Department of the District to provide timely delivery of high quality services to students, staff, sites and departments; locate and allocate resources; supervise, provide clear work direction and evaluate the performance of assigned personnel. Manages, supervises and oversees a variety of skilled work in the Child Nutrition Program. Plans, coordinates and directs State and Federal Programs which include; Especially Needy Breakfast Program, Kid care Afterschool Snack Program including ASES, A la Carte Snack Program and National School Lunch Program. Must have the ability to work with independent contractors in all food service, equipment sales and general business related disciplines. Updated knowledge of State Health and Safety requirements for food services and food service facilities. Plan, organize and direct the scheduling, operations, personnel and budgets of the District’s Child Nutrition Program. Requires advanced technology skills in various computer software programs. Must have basic knowledge of California School Accounting (SACS) and Restaurant/Food Service POS Systems. Large-scale preparation and production knowledge in food service programs.

Representative Duties:
Essential Functions:

• Plan, organize, and direct a variety of programs, services and activities related to food services including menu planning, preparation and purchasing to meet the needs of students, staff, sites and departments.
• Provide direction to kitchens on nutrition, portions and portion control, work methods, safety and sanitation as well as staffing levels.
• Selects, trains and evaluates a minimum of eight Child Nutrition personnel. Provides or coordinates staff training. Works with, and counsels’ employees in correcting deficiencies in performance. Implements discipline or long term goal setting as well as suspension and termination procedures.
• Develop and prepare the annual budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; establish and operate a cost accounting and control system for Child Nutrition activities which ensure accurate financial reporting.
• Analyze economical work methods in a school kitchen setting for the purpose of achieving maximum efficiency and effectiveness.
• Ensure compliance with regulatory agency guidelines and policies; visit school kitchen on a regular basis to ensure compliance with all applicable codes for the safety of students and staff.
• Provide for District compliance with local, state and federal regulations related to Child Nutrition including but not limited to claims, fiscal reports, rosters, attendance and enrollment of students, meal applications, annual reporting requirement, etc.
• Knowledgeable in all aspects of the program.
• Purchase and analyze new computer systems as needed to maximize time period for meal
service.

- Effectively direct usage on point of service systems, input, changes and procedures.
- Provide technical expertise, information and assistance to the district regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the district of unusual trends or problems and recommend appropriate corrective action.
- Communicate with other district administrators, principals, directors and outside contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop policies and procedures to encourage effective and efficient management controls.
- Evaluate, collect and interpret data, reason, define problems, establish facts, draw valid conclusions, make justifiable judgments and decisions. Understand and execute oral and written instructions, policies and procedures and effectively illustrate and demonstrate these procedures to others when needed.
- Effectively design, layout and purchase equipment for new construction sites involving cafeteria facilities with attention to traffic flow, safety and sanitation requirements and ergonomic structure for employees.
- Assess Customer preferences; industry trends and current research to develop plans that facilitate continuous program involvement.
- Provide for the detection, identification, classification, containment, assessment, and removal of hazardous materials. Must be current in State HAACP (Hazard Analysis and Critical Control Point), and MSDS (Material Safety and Data Sheet) procedures. Maintain high levels of sanitation and safety.
- Coordinate all equipment maintenance and building repairs pertaining to Child Nutrition facilities with appropriate school district personnel or a private service provider.
- Create several different individual program menus that include; breakfast, lunch, snack and a la carte menus with a strong emphasis on taste, presentation, cost control, customer preferences and effective production procedures. Nutritionally and fiscally balance menus for varied age groups according to USDA State and Federal guidelines for calories, vitamins, minerals, total fats and saturated fats and sugars.
- Plan, organize, control and direct the scheduling of delivery of food and supplies to separate school sites on a daily basis.

Other Duties:
- Perform related duties as assigned.

Knowledge and Abilities:
Knowledge of:

- State and Federal procedures including reimbursements, direct certification and Free and Reduced Meal applications.
- Nutritional dietary requirements of school-aged children.
- HACCP standards; sanitation and safety practices.
- Advanced planning, organization and direction of procedural guidelines for the Child Nutrition Department.
- Modern theories, techniques, and methods of Child Nutrition Program management.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Safety and Sanitation rules and regulations.
- Working knowledge of various software programs
Ability to:
- Plan, organize, coordinate and direct the District’s Child Nutrition Program activities for the District.
- Prepare and administer complex budgets and allocate limited resources in a cost effective manner.
- Train and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines while working independently and with little direction.
- Maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Supervise and evaluate the performance of assigned staff.
- Have the initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Manage change and design an effective system of reporting progress and monitoring results.
- Assure that food items are prepared, served and stored properly.
- Actively participate in meeting District goals and outcomes and apply integrity and trust in all situations.

Education/Experience Requirement:
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 two years of relevant School Nutrition Program (SNP) experience; or Associate'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; and at least two years of relevant SNP experience.

Licenses and other requirements:
Valid California Driver’s License and Insurance
Valid ServSafe certification or ability to obtain one within three months of hire date

Working Conditions:
Office environment; driving a vehicle to conduct work; contact with various individuals; fast-paced work, constant interruptions.

Physical Demands:
With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor programs and assure compliance; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time.
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<th>Classification: 115</th>
<th>Number of Days: 261</th>
<th>Board Approval: 6/14/2023</th>
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<td>Revised: June, 2023</td>
<td>FLSA Classification: Exempt</td>
<td>Unrepresented Classified Management Position</td>
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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.