



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

DIRECTOR OF CHILD NUTRITION SERVICES

**DEPARTMENT/SITE: CHILD NUTRITION
SERVICES**

**REPORTS TO: ASSISTANT SUPERINTENDENT,
BUSINESS SERVICES**

SALARY SCHEDULE: Management (Group 02)

LEVEL: Range 01

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Assistant Superintendent, Business Services, serves as Director by overseeing the overall operation of the Child Nutrition Services Department; developing and implementing policies and procedures to ensure compliance with federal, state and local laws and regulations; and supervising and evaluating the performance of staff. The incumbents in this classification provide the school community with nutritious meals which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

Incumbent performs highly specialized professional level and administrative work, is responsible for overseeing a large department and staff, and exercises a high degree of discretion and independent judgment in the performance and execution of assigned duties. Decisions made in this position affect compliance with legal requirements and mandated nutritional programs. Oversees the establishment and maintenance of the budget and all procedures required for the efficient operation of school cafeterias.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Plan, organize and direct the Child Nutrition Services Department; provide high quality meals and services to students.
- Plan and develop high quality and attractive menus that meet nutritional needs of children.
- Verify nutritional values of meals served, standardize prices for charged lunches and individual food items.
- Plan, facilitate and approve purchases, payments and refunds.
- Evaluate profit and loss reports, monitor department budget and implement changes as needed.
- Assist in the planning and implementation of the District's wellness policy.
- Test current and new food products and implement new product utilization in order to provide a variety of food choices to children.
- Ensure that menus meet established state and federal nutritional guidelines.

- Procure, evaluate and maintain all food, supply and equipment inventories, visit all site operations, checking that high standards of health and safety are maintained.
- Maintain accurate record-keeping methods, supervise the preparation of various site reports, and perform audits of accounts receivables.
- Analyze data and prepare various reports for the purpose of providing necessary information to appropriate District personnel and meeting state, local or federal guidelines.
- Transport food and supplies to sites as needed.
- Maintain and troubleshoot lunch program computers, scanners and other computer equipment, train lead workers in the use of computers.
- Plan and conduct presentations and trainings (e.g., safety and sanitation, accident prevention, proper food handling) in order to educate and inform staff of appropriate procedures and safe practices.
- Interview, select, supervise and evaluate food service staff.
- Coordinate child nutrition programs and work effectively with principals, school staff, and parent groups.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Nutritional and operational requirements of the National School Lunch Program and state regulations, including the evaluation of applications for free and reduced priced meals
- Principles of employee supervision, discipline and evaluation
- Applicable sections of the Education Code and other applicable laws
- Procedures for purchasing food, supplies, and equipment
- Procedures for storing food and inventory procedures for supplies
- Health, safety, and sanitation regulations pertaining to food establishments
- Working knowledge of Child Nutrition Fund financial and record keeping requirements

Skills:

- Computer proficient in word processing, spreadsheet, and business accounting software
- Interpersonal skills, including use of tact, diplomacy, patience and courtesy
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Budget preparation and control
- Effective problem solving

Ability to:

- Plan, coordinate, direct, and evaluate the District Child Nutrition Program
- Relate well to pupils, parents, staff, and school administrators; show mature judgment and have a commitment to proper nutrition for children
- Diagnose and take corrective action in problem areas that might develop
- Prioritize and schedule work; be flexible and able to adjust daily routines as necessary
- Demonstrate empathy and sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of young children and families
- Meet schedules and timelines
- Prepare comprehensive narrative and statistical reports
- Conduct effective program evaluations
- Direct, manage, train and evaluate staff

- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions
- Accept direction and follow instructions
- Read, interpret, and follow rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Respect and maintain professional confidences
- Work independently with little direction
- Work confidentially with discretion
- Work within a framework of multiple and complex regulations
- Establish and maintain cooperative and effective working relationships
- Analyze situations accurately and adopt an effective course of action

EDUCATION REQUIRED:

Any combination equivalent to: Community College and/or Vocational School Degree with study in job related area, college level course work in Nutrition, Safety and Sanitation and/or equivalent increasingly responsible food service experience.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible experience in the administration of a school district nutrition services program.

LICENSE(S) REQUIRED:

- Valid Food Handler's Certificate issued by the San Diego County Health Department
- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Current DMV Clean Driving Record Report
- Must be free of any infectious or communicable disease which, according to the determination by the U.S. Secretary of Health and Human Services, poses a risk of transmission through the handling of food.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing or pulling food trays, carts, materials and supplies
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist
- Seeing to assure proper quantities of food
- Exposure to boiling water and very hot foods, equipment and metal objects
- Exposure to sharp knives and slicers

- Exposure to cleaning and sanitizing agents