

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DIRECTOR, CHILD NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, controls and directs Child Nutrition Services operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; coordinates personnel, communications and record-keeping functions to meet food service needs and assures smooth and efficient Department activities; trains, supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with other administrators, personnel, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Coordinates personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities; oversees the development and implementation of food service functions, activities, projects, menus, services, goals and objectives.

Develops and implements menus according to established portion control and recipe guidelines and health and nutrition requirements; calculates and adjust recipes for new menu items as directed; assures menus meet established USDA regulations as assigned.

Develops and prepares the annual preliminary budget for the Child Nutrition Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversees State and Federal claims according to established procedures; assures mandated reports are submitted to appropriate governmental agency according to established time lines.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work and site visits.

Oversees inventory, ordering and procurement activities related to program supplies and materials; estimates and orders appropriate amounts of food service items, equipment and supplies; coordinates related purchasing activities with vendors and other outside agencies; approves site requisitions according to established procedures.

Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.

Plans, organizes, controls and directs child nutrition services operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student nutritional and education needs; assesses, implements and evaluates the District's Child Nutrition Program; establishes and maintains Department time lines and priorities; assures food service functions comply with safety and sanitation regulations and established laws, rules, policies and procedures.

Provides technical expertise, information and assistance to the administrator regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Researches and complies information; recommends purchases and vendor contracts.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

Attends and conducts a variety of meetings and trainings as assigned; serves as a District representative on committees.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures including free and reduced meals. Arithmetic calculations.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

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

Methods of menu planning, adjusting/extending recipes and proper substitutions.

National School Lunch Program (NSLP) including breakfast, snack and afterschool related programs.

Oral and written communication skills.

Planning, organization and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items.

Principles and practices of administration, supervision and training.

Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.

Quality and portion control techniques.

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

Technical aspects of field of specialty.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

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

Develop and implement menus in compliance with portion guidelines and nutrition requirements.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and timelines.

Operate a computer and assigned office equipment.

Perform arithmetic calculations quickly and accurately.

Plan and organize work.

Plan, organize, control and direct the District's Child Nutrition Services operations and activities.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition, food service management, dietetics, business and five years of increasingly responsible experience in quantity food preparation, cooking and serving including three years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent)

Food Handler's Permit

Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.

Driving a vehicle to conduct work.

Indoor office/food service environment.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate a computer keyboard and food service equipment.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Reaching overhead, above shoulders and horizontally.

Seeing to monitor food quality and quantity and read a variety of materials.

HAZARDS:

Exposure to cleaning chemicals and fumes.

Exposure to very hot foods, equipment, and metal objects.

Heat from ovens.

Traffic hazards.

Working around knives, slicers or other sharp objects.

FLSA Status

Approval Date

Exempt

3/01/08, 04/22/13, 9/28/17