



**CLASS TITLE: DIRECTOR OF CHILD NUTRITION SERVICES
CLASSIFIED MANAGEMENT**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, the Director of Child Nutrition Services plans, organizes and directs a Child Nutrition Services operation and related activities at assigned school site(s); trains, schedules, supervises, and evaluates the performance of assigned staff; plans and orders food and supplies; ensures compliance with health and safety standards; provides and serves high quality, nutritious meals that meet the nutrient standards of the National School Lunch and Breakfast programs; works with student groups to increase student participation in the program; prepares financial statements including the income statement, monitors and controls income and expenditures to keep the program within budget projections. The incumbent performs general Child Nutrition duties including preparing and serving food.

DISTINGUISHING CHARACTERISTICS:

The Director of Child Nutrition works under limited supervision and directs other persons within the Child Nutrition department. This class is responsible for monitoring and analyzing budget expenditures and revenues, analyzing information and implementing a plan for workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other department operations. This position requires the Director to perform general Child Nutrition duties such as preparing and serving food.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs activities and staff assigned to the Child Nutrition Program.

Analyzes information and implements a plan for workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other nutrition service operations.

Prepares and monitors monthly department financial statements including budget and profit and loss statements analyzing both revenue and expense year to date and year over year statements.

Analyzes participation statistics and sets goals for increase of student participation.

Monitors and implements controls for cash handling at all sites.

Develops menus which meet governmental nutritional standards and participant tastes.

Plans, estimates, and orders food and supplies and makes program projections.

Oversees the preparation, packaging, and delivery of meals and meal components from a centralized kitchen to the satellite kitchens.

Supervises the receiving, storage, and monthly inventory functions.



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Implements and maintains all federal, state and local health and safety regulations.

Monitors the daily delivery of food and supply items to the central and satellite kitchens.

Prepares and serves food for training purposes and as needed.

Visits sites to supervise, observe and evaluate operations.

Devises and implements plans to improve efficiency, streamline work methods, ensure compliance, and resolve operational problems.

Develops materials and conducts training sessions for staff.

Interviews prospective food service candidates and arranges for substitute service personnel as necessary.

Supervises assigned personnel: trains, evaluates, and recommends transfers, promotions, termination, and disciplinary actions for the purpose of ensuring that the department functions in a safe and efficient manner.

Confers with site administrators and staff to plan special events involving food serving and to resolve schedule problems and other difficulties.

Prepares and reviews a wide variety of records and reports such as food supply orders, production, sales, dispatch, requisitions, menus, personnel time sheets, catering and delivery schedules, reviews and approves invoices and initiates vendor payment.

Prepares annual food and supply quotes and bids, recaps, and awards to winning vendors.

Writes policy and procedure materials for compliant and efficient operations.

Prepares personnel worksheets, duties lists, forms and other written materials.

Communicates with a variety of District personnel, vendors, parents, and others regarding school food services, purchases and operations.

Works with site administrators and food service personnel on ideas and special projects to encourage student participation in the school food service program.

Attends a variety of meetings, workshops, and conferences regarding school food service programs and disseminates information to staff as appropriate.

OTHER DUTIES:

Perform related duties as assigned.



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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and equipment used in quantity and quality preparation, cooking, serving, and storage of food; portion control and container sizes, procedures related to receiving of food, stock rotation, and inventory methods.

Planning, organization, and operation of a food service program.

Principles and practices of training, supervision and management.

Governmental regulations pertaining to nutrient analysis of menus, nutritional needs of school aged children, menu planning, and record keeping.

Budget development and cost control practices.

Oral and written communication skills.

Regulations and eligibility requirements of the National School Lunch and Breakfast Program, including USDA donated food, competitive food sales, eligibility for needy students, and Administrative Review compliance.

Operation of commercial kitchen equipment.

Basic marketing and promotion strategies.

Basic computer operations for personal computer and POS software programs.

Safety and Sanitation standards as required by Cal Code.

District organization, operations, policies, and objectives.

Efficient staff utilization procedures including time and motion studies and work scheduling.

Fundamentals of good public relations.

ABILITY TO:

Plan, coordinate, organize, and direct activities and personnel involved in food preparation and serving at a central kitchen and satellite kitchens.

Operate a computer and learn to utilize specific nutrition program financial, nutrient analysis, and inventory software.

Calculate, estimate and order food items, staples, supplies, and USDA commodities in accordance with cost factors, storage capacity, workload and equipment available.

Research and complete administrative tasks such as policy manuals, bid proposals, and marketing plans.

Be flexible and able to adapt to changes in routine and duties.

Secure and assign substitute personnel.

Prepare, understand, explain, and maintain complex rules, records, and procedures accurately.

Make routing and emergency operational decisions with minimal direction.

Gather, analyze and evaluate data to exercise sound judgment in planning and organizing work.

Train, supervise, and evaluate personnel.

Develop menus in accordance with nutritional requirements and budget limitations.

Establish and maintain cooperative and effective working relationships with district personnel, vendors, parents, students, and the community.



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Observe all health and safety regulations.
Work independently with little direction.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Understand and work within scope of authority.
Communicate effectively both orally and in writing.
Travel to assigned work locations.

EDUCATION AND EXPERIENCE:

Three years experience with increasing levels of supervisory and management responsibility is required. Completion of an Associate's Degree in nutrition, management, food service occupations or closely related field is required.

Certificates & Licenses

Valid State Driver's License & Evidence of insurability & availability of a private automobile
ServSafe (or equal) Certification

Continuing Ed. /Training

Maintain Certification(s)

WORKING CONDITIONS:

ENVIRONMENT:

Food service environments which include exposure to temperature extremes
Exposure to hot foods and equipment
Exposure to sharp knives/slicers
Exposure to cleaning and sanitizing agents
Office environment
Outdoor environments on occasion
Driving vehicle to conduct site visits

PHYSICAL DEMANDS:

Standing, walking, sitting for extended periods of time
Kneeling, reaching, twisting, crouching, squatting, climbing, bending and balancing to perform food service functions
Lifting and carrying objects weighing up to 50 pounds
Dexterity to operate kitchen/office equipment
Grasping, pushing, pulling equipment and objects weighing up to 100 pounds
Hearing and speaking to give and receive instructions
Seeing to observe work areas and to read, prepare and proofread documents
Driving to assigned sites to review, inspect, and conduct work