



For the future of every student

## **CLASS TITLE: DIRECTOR-FOOD AND NUTRITION SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business Services, plan, organize, control and direct District-wide food service operations and programs; coordinate and implement menu and recipe preparation functions; assure food service programs and menus comply with applicable federal regulations and nutrition standards; train and supervise the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct District-wide food service operations and programs including the USDA National School Lunch program and other District programs; develop and implement goals, objectives, policies and procedures related to District food service programs and student diet plans.

Coordinate and implement menu and recipe preparation functions; assure food service programs and menus comply with applicable federal regulations and nutrition standards.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and conduct in-services and food service training programs.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding food service operations; assist in the formulation and development of programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term nutrition programs and activities designed to enhance student health and food service programs and services.

Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies to various District sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to food service activities and personnel; submit report to appropriate agencies to assure State and federal expense reimbursements.

Communicate with other administrators, personnel, vendors, students, parents and outside organizations to coordinate food service activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; oversee assigned grant funds.

Oversee the operations of computerized point of sale (POS) system; plan, purchase, interface and

coordinate with technology and facilities on equipment requirements and placement; coordinate activities with accounting to assure student information accounting software interfaces properly with the POS system.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in a school district food service operation.

Menu analysis and development techniques.

Nutritional requirements of school-aged children.

Budget preparation and control.

Oral and written communication skills.

Health and safety regulations.

Inventory methods and practices.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a POS system, computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct District-wide food service operations and programs.

Coordinate and implement menu and recipe preparation functions.

Assure food service programs and menus comply with applicable federal regulations and nutrition standards.

Train and evaluate the performance of assigned personnel.

Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the

knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in nutrition, dietetics, business administration or related field and five years increasingly responsible experience in the administration of a school food service operation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, and safe driving record sufficient for insurability.

Valid Food Safety certification.

Registered Dietitian by the American Dietetic Association preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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*Approved by Personnel Commission:* 09/19/2007  
*Revised:* 09/18/2013