



## DIRECTOR IV: NUTRITION SERVICES

### DEFINITION:

Under general supervision, responsible for the administration and coordination of the Nutrition Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Insures the nutritional integrity of meals served to students
- Certifies adherence to all regulatory requirements set by the National School Lunch Program, School Breakfast Program and Commodity Food Program
- Oversees the Nutrition Services Program including staffing, preparation of meals, and purchase of food, equipment and supplies
- Submits information and claims for reimbursement to the California Department of Education
- Establishes a budget to meet financial responsibilities
- Provides a cost effective purchasing system
- Maintains accurate inventories of food supplies and equipment
- Hires, trains, assigns and evaluates employees
- Maintains open communication with students, parents, faculty and the community
- Prepares routine reports for administrators and the Board of Education
- Visits Nutrition Services facilities to inspect, monitor, and audit nutrition service operations
- Insures compliance with all Health Department regulations

### QUALIFICATIONS GUIDE

#### KNOWLEDGE OF:

- Meal requirements for school meal programs
- Federal and state regulations governing food served/sold at school
- Commodity Food Program and entitlement allocations
- Nutrition for children and adults
- Food preparation in large quantities
- Computerized point-of-sale systems
- Commercial food service equipment
- Formal bid process and price quote requirements
- Supervision of large-scale cooking and serving sites
- Training student and adult workers
- Marketing to children

#### ABILITY TO:

- Manage and supervise a large and diverse workforce, effectively implementing training, recognition, evaluation, and discipline to maintain employee confidence and morale
- Plan, organize and administer operation and activities of a nutrition services department
- Set long-range and short-term goals and objectives; establish priorities
- Communicate effectively orally and in writing
- Analyze and summarize complex data to provide to superiors and peers
- Manage multiple efforts simultaneously
- Work cooperatively with other departments, schools sites, outside agencies and organizations
- Represent the district at seminars, workshops and conferences
- Provide assistance to Supervisors to resolve problems

**EDUCATION:**

Education equivalent to a Baccalaureate or higher degree with emphasis in dietetics, institutional food management, or an equivalent organization, or any combination of experience and training that would likely provide the required knowledge and skills.

**LICENSES/CREDENTIAL:**

- Must hold and maintain a current Food Handlers Certification (California Uniform Retail Food Facilities Law, 1999).
- Possession of a valid California driver's license

**TRAINING AND EXPERIENCE:**

Five years of responsible experience coordinating and directing a comprehensive nutrition service program, two years of which must have been in a school district or large commercial operation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: 7/1/2019