

**NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: DIRECTOR OF BUSINESS SUPPORT SERVICES**

**Job Purpose Statement/s:** Under the direction of the Assistant Superintendent-Business Services, plan, organize, direct and administer the Child Nutrition Services (CNS), Purchasing, and Warehouse Departments; assure proper fiscal management, program compliance, nutrition standards, staff development, marketing strategies for child nutrition services, nutrition education; supervise and evaluate the performance of assigned staff.

**Essential Job Functions:**

- Communicates with all interested and related parties, both within and outside the District, for the purpose of planning, organizing and directing successfully the Child Nutrition Program, and operations of the Warehouse and Purchasing Departments.
- Confers with District administrators and other departments for the purpose of identifying, planning, establishing and monitoring program priorities and exchanging information regarding the Child Nutrition Program, Purchasing and Warehouse Departments and their related support functions.
- Plan, organize, direct and administer the CNS department in conformance with Federal and State regulations and district policy; provide high quality food and services to the students of the District; assure compliance with nutrition, health and safety standards.
- Plan, organize and direct the procurement systems for foods, supplies and equipment including effective warehousing and distribution; develop specifications for food, supplies, and equipment bids and quotations; screens and approves all CNS, Purchasing and Warehouse requisitions and purchase orders.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned facilities and services.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to CNS, Purchasing and Warehouse operations, services and activities.
- Develop and prepare the annual preliminary budget for the CNS, Purchasing and Warehouse departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Research current developments in child nutrition, purchasing, and warehouse management, laws, and regulations.
- Responds to emergency situations for the purpose of resolving immediate safety and other situations.
- Perform related duties as assigned.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to manage, plan, organize, and direct the Child Nutrition Services, Purchasing, and Warehouse Departments; communicate effectively, problem solve.

*Knowledge* of principles and practices involved in large-scale food service programs; nutrition, menu planning and methods of preparing and serving foods; sanitation techniques and practices; financial management and marketing principles; principles and practices of administration, supervision and training; operation of a computer and applicable software; budget preparation and control; oral and written communication skills; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy.

*Abilities* to assure proper fiscal management, program compliance, nutrition standards, staff development and marketing strategies for CNS, Purchasing and Warehouse Departments; develop and maintain positive working relationships within the District community; supervise and evaluate the performance of assigned staff; 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; 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 CNS, Purchasing, and Warehouse operations, services and activities; sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

**Educational Requirements:** Bachelors degree in a directly related field is required.

**Experience:** Four years of experience at the supervisory level or above in one or more of the job related areas. Institutional food service experience highly desired.

**Licenses, Certifications, Bonding, and/or Testing Required:** Valid California Driver License, valid Serv-Safe Certificate.

Board Approved on April 28, 2010