

JOB TITLE: DIRECTOR OF CHILD NUTRITION SERVICES

Job Purpose Statement/s: Under the direction of the Assistant Superintendent-Business Services, plan, organize, direct and administer the Child Nutrition Services (CNS) Department; 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:

- 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 and health standards; travel to various school sites to observe operations.
- 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 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.
- Develop the promotions and marketing plan for the department; maintain a positive public image of the department; develop and maintain positive working relationships within the District community; develop a system of marketing based on the needs and desires of the District community.
- 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 operations, services and activities.
- Communicate with other administrators, District personnel, students, parents or community groups and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the CNS department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Research current developments in child nutrition management, laws, regulations and in nutrition education.
- Plan, coordinate and direct the catering services for various functions.
- Perform related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to manage, plan, organize, and direct the Child Nutrition Services Department; 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; 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 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 from a recognized college with a major in food management, dietetics, nutrition, business management or public administration.

Experience: Four years of institutional food service experience at the supervisory level or above with one year in school food service.

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