

CLASSIFICATION: DIRECTOR OF STUDENT NUTRITION SERVICES

SALARY RANGE: \$90,582 - \$110,103

DESCRIPTION: Under the direction of the Chief Business and Operations Officer, plans, organizes, coordinates and directs the Student Nutrition Services Department operations and any related activities.

DISTINGUISHING CHARACTERISTICS:

EXAMPLES OF DUTIES:

1. Plans, organizes and directs food service operations in school cafeterias and children's centers
2. Establishes department policy and administers District food service programs in accordance with District policies and applicable laws and regulations
3. Develops the Student Nutrition Services Department budget and maintains budget control
4. Develops and implements policies and procedures to ensure that cash handling practices are in accordance with generally accepted accounting principles
5. Consults with the Facilities Department in the development of kitchen and cafeteria plans for new and remodeled facilities
6. Directs the compilations and analysis of costs and revenues, the development of staffing formulas and the allocation of staff to food service units.
7. Directs the planning of food service facilities and equipment and the coordination of their construction, remodeling or procurement.
8. Directs the implementation and maintenance of a Food Safety Certification Program for food service employees
9. Assures that services, equipment, facilities and procedures conform to state nutrition/food service guidelines, District policies and other applicable regulations
10. Directs the compilation, verification and reporting of data in order to meet federal and state requirements relative to subsidized nutrition programs
11. Directs the development and preparation of food and equipment specifications, procurement requirements and the testing of new food services products, supplies and equipment
12. Meets with and may address a variety of groups, including employees, school administrators, district officials and community organizations to disseminate information regarding the District's food service program
13. Analyzes legislation related to food services and coordinates the response to proposed legislation
14. Directs and participates in the planning of data processing applications and their implementation for food services
15. Develops and reviews personnel management policies and procedures in cooperation with the District Human Resources Department.
16. Plans, directs, reviews, and may conduct training for staff
17. Participates in negotiations for labor contracts pertinent to department
18. Performs other functions and duties as assigned

DESIRABLE QUALIFICATIONS:

Knowledge of:

1. Food service management, nutrition, methods and practices in multiple-site food service operations
2. Health and safety principles, federal and state laws and regulations relating to school food service programs and the California Uniform Retail Food Facilities Law
3. Financial record keeping procedures
4. Food service equipment specifications, procurement practices using the District, state and local regulations and policies, repair and maintenance of food service equipment
5. Use of computer software and general principles of management
6. District, state and federal personnel regulations, and District administrative procedures

Ability to:

1. Plan and administer a student nutrition service program
2. Select, train and supervise personnel
3. Prepare specifications of food, supplies and equipment for bids and analyze bids
4. Manage a budget and ensure proper cash handling procedures are utilized
5. Perform duties with awareness of all District requirements and Board of Education policies
6. Prepare reports, develop and monitor budgets, procedures and interpret spreadsheets
7. Meet deadlines with severe time constraints
8. Communicate effectively and establish and maintain effective relationships with others

Experience: Five years administrative/supervisory experience in an instructional/quantity food, multiple site food service organization; proven administrative, budget and financial responsibility at a management level

Education: Bachelor of Science degree in Nutrition, Dietetics, Institution or Restaurant Management, Business Administration, budget and financial responsibility at a management level

License, Certificate or Credential: ServSafe certified required within six months of employment; must possess a valid California driver's license and have a driving record that is satisfactory to the District.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his 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 regularly work indoors and will occasionally work outdoors; work near or with moving mechanical equipment; and moderate noise level while performing the duties of this job.