

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF CHILD NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, and directs the Child Nutrition Services (CNS) Department of the District; contributes to the overall development of the districts nutrition program; develops and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations; supervises and evaluates the performance of assigned staff.

RESPONSIBILITIES:

- Directs and manages the district wide nutrition service program for the purpose of ensuring effective nutrition service operations, and district compliance with state, federal and/or county regulations and district policies and procedures.
- Develops, revises, and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations.
- Assists in the development and design of new and remodeled kitchens and equipment layout; assist contractors regarding facility and equipment repairs and installation.
- Inspects food production, storage and serving areas for the purpose of ensuring healthful and sanitary conditions.
- Develops and implements a nutritious and cost-effective menu for the District; analyzes the nutrition content of all menus to ensure compliance with applicable state and federal nutrition standards; prepares all special diet menus and provides training and support for implementation.
- Directs the purchasing of all food, supplies, and equipment for the department to ensure optimum quality and cost control; orders and tracks all USDA commodities and ensures their proper use and storage; approves or supervises the approval of requisitions, assures timely payment of same, and supervises the maintenance of related records for audit purposes.
- Supervises and evaluates the performance of assigned staff, including program and accounting professional staff, clerical staff, warehouse and delivery staff, custodial staff, and cafeteria managers and workers at various levels.
- Trains and monitors the training of all nutrition services employees for the purpose of ensuring an exceptional food service program.
- Supervises in the preparation, transportation, and serving of food.
- Develops and prepares the annual budget for the District's CNS Program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established guidelines.
- Monitors fund balances of assigned programs and related financial activities for the purpose on ensuring that allocations are accurate, related revenues are generated, and expenses are within the budget.

- Identifies present and future requirements for the District’s CNS Department; develops long-term and short-term goals that are aligned with federal and state regulations.
- Directs the development of food and equipment specifications, procurement requirements, and the testing of new food service products, supplies, and equipment, coordinates procurement, warehousing, and applicable inventories.
- Directs the training, supervision, and management of meal preparation and services; establishes and maintains sanitation, quality, and nutritional standards.
- Directs the food and nutrition program cost accounting controls to permit appropriate financial reporting; directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to food service and operations.
- Provides technical expertise, information, and assistance to the Assistant Superintendent, Business Services regarding assigned functions; assists as needed in the formulation and development of policies, procedures, and programs.
- Directs the identification of maintenance requirements for the District’s food service facilities and equipment; coordinates the completion of services with the District’s Maintenance, Operations and Facilities Department.
- Communicates and collaborates with other administrators, District personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts; exchanges information.
- Plans, coordinates and directs catering services for various functions.
- Readily on-call to respond in a timely manner and support district and school needs by request of the Superintendent, Cabinet and management team members.
- Attends a variety of meetings to maintain current knowledge of nutritional requirements, legal codes, and related requirements; conducts and facilitates meetings.
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Knowledge of laws, codes, regulations, policies, and procedures related to nutrition services.
- Principles and practices of administration, supervision, and training.
- Kitchen planning and large food service equipment.
- Skill with computer software to design and use spreadsheet and database models
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.

- 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 operations and activities.
- Ability to work in partnership and collaboratively with the Superintendent, Cabinet and the management team.
- Establish and maintain positive, cooperative, collaborative, and effective, trustworthy and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community, and others.
- Exceptional problem solving skills to ensure the peaceful and smooth operations of the department and district.

QUALIFICATIONS:

- Education and experience equivalent to a Bachelor's degree from an accredited college or university with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
- ServSafe Food Handler Certification required.

EXPERIENCE:

- Five years progressively responsible experience in areas such as institutional food service operations, management, business, and/or nutrition education. School district or public agency experience is desirable.

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor school setting which can include office and outdoor interactions. Work locations may include a variety of schools, district facilities, and out of district settings.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. Ability to work in numerous and various school and district facility settings on a daily basis.

TERMS OF EMPLOYMENT:

Twelve-month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Management Salary Schedule