

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

DIRECTOR OF NUTRITION SERVICES

Brief Description:

Under the direction of the Superintendent or designee, serves as the chief administrative officer for the Nutritional Services Department; plan, develop, and analyze nutritional menus for all grade levels (K-12) in accordance with USDA guidelines and related laws; collaborate with school and other administrative personnel, vendors, local, state and federal officials to insure program integrity; ensuring that services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; and ensuring optimal utilization of personnel and other resources; responsible for all food service bids and contracts, oversee all food service facility remodeling projects; Ensures compliance with Federal, State and local requirements and standards, provides training, leadership and nutrition information to food service employees, school administrators, students, parents and community groups.

Essential Job Functions:

1. Supervises and directs the self-supporting District Nutritional Services Department operations for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.
2. Plans and organizes Nutritional Services employee work schedules.
3. Plan, organize, coordinate, supervise and participate in the Nutritional Services operations and activities at assigned schools or programs; analyze operations and recommend improvements; plan work schedules.
4. Develops and implements district-wide policies, procedures and/or actions (e.g. distribution, personnel requirements, etc.) for the purpose of ensuring compliance with federal, state, and local laws and regulations; assures adherence of Nutritional Services Programs to all federal, state, and local laws and regulations, including District requirements.
5. Develop Food and Nutrition policies, procedures, and classroom programs to ensure the health, safety and wellness of District students.
6. Train, evaluate and support the performance of assigned staff; compiles information for in-service training.
7. Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

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8. Supervises the evaluation of personnel for the purpose of ensuring that standards are achieved and performance is maximized; works with cafeteria lead personnel in methods of employee performance, evaluation, and disciplinary procedures.
9. Prepares various documents (e.g. contracts, cost estimates, reports, time studies, productivity, evaluation reports, etc.) for the purpose of providing
10. necessary information to state/federal agencies and appropriate District personnel.
11. Presents various programs (e.g. safety, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safe practices.
12. Inspect and review the food preparation and serving areas to assure that appropriate health and safety standards are maintained.
13. Ensures compliance with health inspection reports.
14. Supervises Nutritional Services personnel and payroll files for the purpose of providing documentation for audit purposes and meeting district, state and federal requirements.
15. Develops and evaluates the Nutritional Services budget and fiscal data for the purpose of maintaining department needs.
16. Develops long and short range department plan/program, (e.g. staffing, facilities, equipment) for the purpose of effectively managing growth.
17. Collaborates with District personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
18. Estimate and order appropriate quantities of foods, supplies and materials; conduct periodic inventories; prepare daily sales report.
19. Promote sales of food products; coordinate promotional events and meetings to ascertain customer preferences.
20. Supervise and participate in the counting of daily cash receipts.
21. Develop and prepare the annual budget and food sales for the Nutritional Services Department; analyze and approve budgetary and financial trends and data to insure fiscal solvency.
22. Develop bids and specifications for purchase of equipment, supplies, and food products; communicate with vendors; develop contracts with other agencies and outside businesses; review and approve requisitions for supplies and equipment.
23. Perform related duties as assigned.

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QUALIFICATIONS:

Knowledge of:

National School Breakfast and Lunch Program laws and requirements including principles of nutrition and food preparation, also including the evaluation of applications for free and reduced price meals for needy students; food ordering and storage; safe food handling in accordance with appropriate inventory and record keeping procedures; proper methods of meal production planning and procedures used in ordering, receiving, storing, and inventorying food and supplies; quantity food preparation and schedule; proper methods of health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations; budget preparation and control; building codes and regulations of state and local agencies; supervision and training of employees; quality and food production control; basic cost accounting techniques; establishing cost controls; efficient food service operation, including correct use and care of institutional kitchen equipment and utensils; effective communication, both orally and in written form; fundamentals of good public relations. Skills to direct a large school nutrition program, provide leadership in nutrition education, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities. Knowledge of District policies, modern methods of food purchase and preparation, health codes, sanitation principles, training and nutritional requirements, principles and practices of effective employee supervision.

Ability to:

Analyze and develop efficient and effective nutrition services operational methods and procedures; ensure appropriate utilization of food service equipment and supplies; train others in the preparation of food in large quantities, following standardized recipes; use computerized office programs, assigned software programs and other office equipment; maintain records and prepare reports within scheduled timelines; operate various kitchen equipment; foster a positive work environment; work independently; analyze situations accurately and adopt an effective course of action.

Experience/Education:

A minimum of an Associate Arts or Associate Science degree is required. Equivalency credit will be considered for Culinary, Food Service Management and/or Nutritional Trade School attendance and training; Graduation from an accredited college or university with a BS/BA degree in food service management, business management, dietetics, or related field is preferable. At least, three years of administrative or supervisory experience in food service, a valid ServSafe Food Safety Certification or

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equivalent is required and a School Foodservice Nutrition Specialist (SFNS) credential is preferred. Experience within a school system is preferable in both the elementary and secondary school levels.

Other:

Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

Working Conditions:

Environment: Working at a computer, sitting for long periods of time in an office; working with students in cafeteria; Indoor kitchen environment, subject to heat from ovens; spending periods of time in freezers or storage bins checking products and arrival of new equipment at site kitchens. Physical Abilities: Driving a vehicle; Stooping, bending, and lifting up to 35 lbs; Sitting or standing for extended periods of time; lifting, reaching, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies; dexterity of hands and fingers to operate nutritional services equipment; talking/hearing conversations and visual acuity. Hazards: Chemicals from kitchens; keyboard on computer.