

**DIRECTOR OF CHILD NUTRITION/FOOD SERVICE**

**DEFINITION**

Plan, coordinate, control and direct the food service operations for the District schools; to direct the work and training of District food services personnel; to develop, implement and enforce department policies; to direct the planning and administration of special food service programs; to perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Financial Officer, and provides direction to all food services personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:**

Coordinate the overall operations of all food service and related activities for all District schools. (E)

Set up new food service programs, including architectural planning for new kitchens.

Prepare and administer department budgets, including operating, maintenance, and capital outlay funds. (E)

Develop and maintain formulas for the assignment of manpower, cost accounting controls, and quality controls.

Recommend price changes, maintain adequate standards and records as prescribed by the State School Lunch Program and by the San Joaquin County Health Department.

Prepare and approve all menus for school cafeterias and identify the need for and establish training programs for food service personnel. (E)

Develop and maintain public relation programs in connection with food service activities, and advise on the employment of all applicants for positions in the Food Service Department.

Recommend transfers and promotions of food service personnel, and assume responsibility for departmental compliance with standards for the State Surplus Agency and of the United States Department of Agriculture.

Develop specifications and orders for food, utensils and equipment, and surveys storage of food in central facilities to insure quality. (E)

Set up schedules for deliveries, and approves all purchases and extensive maintenance expenditures. (E)

Develop or assist in the development of policies and procedures related to activities pertaining to the food service area.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and methods of planning and preparing meals in large quantity for school children, including preschool age
- Operating policies, rules and procedures of the school District
- Legal requirements of the school lunch program, and aspects of the Education Code as applied to food services
- Sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage

- Computer programs related to meal service accounting, meal planning/nutritional analysis and food ordering procedures
- Statistical, analytical, and evaluation measures
- Techniques of supervision, training and public relations
- Specifications required for food utensil and equipment purchasing
- Necessary kitchen and dining facilities and equipment, methods of layout, reading of architectural drawings

Ability to:

- Estimate quantities of food and supplies needed annually, district-wide and so specify for purchase
- Assist in training of food service personnel
- Keep cafeteria records relating to time, cost and inventory
- Maintain cooperative relationships with those contacted in the course of work
- Plan and design kitchen layout, new and remodeling
- Estimate purchasing needs of large and small equipment and utensils and set up specifications

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of Arts degree, preferably a Master of Arts degree with major work in Home Economics and/or minor in Home Economics and major work in Business Administration
- Five (5) years experience in institutional management including supervisory or staff responsibility, and involving the planning and preparation of food in large quantity
- Registered Dietitian with American Dietetics Association and/or certification as a Food Systems Specialist

License and Certificate:

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within six (6) months from the date of hire

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

SALARY PLACEMENT

Management Team Salary Schedule

Tier 7, Range 01

12-month work year

Board Approval:1978

Management re-alignment effective 03/01/19