

Escondido Union High School District Job Description

Job Title: Director, Student Nutrition
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 26 (225 days) Management Salary Schedule
Approved By: Board of Education
Approved Date: 1/12/2010

SUMMARY

Plans, directs, and coordinates student food service programs of the district. Plans, organizes and directs the activities and persons assigned to the site kitchens at each of the district schools. The following duties will be performed either personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs and manages the District's student nutrition program, providing students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students in a clean and safe environment.

Assures compliance with state, federal and/or county regulations and District policies and procedures.

Inspects food production, storage and serving areas for the purpose of ensuring healthful and sanitary conditions and maintaining compliance with local, state and federal regulations. Develops and implements standards for efficient, sanitary and nutritious food service.

Keep records required by governmental agencies regarding milk subsidies and surplus foods.

Responsible for complete and accurate accounting of expenditures and income. Monitor fund balances of assigned programs and related financial activity to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Prepares and produces state and federal claims and reports.

Plans and estimates food items, staples, government commodities for Student Nutrition Program in accordance with budget limitations. Manages inventory control.

Assists Student Nutrition Workers at the various sites by training, coaching and suggesting work procedures and presentation of product.

Provides mandated safety training for Student Nutrition staff.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) to maintain adequate staffing, enhance productivity of personnel and achieve objectives within budget.

Collaborates with others (e.g. district personnel, other district personnel, regulatory agencies, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.

Researches and writes grants as appropriate to expand student nutrition programs or increase revenue opportunities.

Develops long and short range plans/programs for the purpose of expanding the department program and/or ensuring that district resources are effectively utilized.

Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

Plans daily menu of nutritional value consistent with federal and state statutes and regulations as well as Board Policy.

Orders food items through various vendors and government commodities and processors.

Coordinates and oversees district wide catering program.

Receives and reviews requests for catering, negotiates prices, assures accuracy and completeness of forms.

Order, pick up, and deliver food and supplies for catering events.

Set up tables, decorations, and presentations for catering events, assuring time frames are met.

Manages and assists in the clean up following catering events.

Routinely visits, monitors and inspects procedures and food items at school sites to assure quality and appeal.

Reviews absent reports and requests for leave from sites to assure proper coverage is obtained for absent employees.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems involving the student nutrition program and its workers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree preferred or a combination of courses and training equivalent to graduation

from college with a focus on Student Nutrition, Dietetics, Community Nutrition and Health, Food Management. Four years of institutional food service experience at the supervisory level or above with one year in school food service or equivalent.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

Valid Manager's Training Certificate issued by the Department of Public Health.

Food Handlers/SafeServ Certificate

OTHER SKILLS AND ABILITIES

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Skills to perform multiple, technical tasks; Specific skills include adhering to safety practices; operating equipment used in commercial food preparation; operating standard office equipment; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records.

Knowledge of principles of effective nutrition planning; accounting/bookkeeping principles; health standards and hazards; quantity cooking; safety practices and procedures; employer-employee relations and contract administration; regulations and nutrition requirements pertaining to student nutrition.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 may be exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

As a member of the Management team and representative of the Escondido Union High School District, the individual assigned to this position is expected to demonstrate professional, friendly, helpful attributes at all times. Must be dedicated to effective time management and detail oriented to assure full compliance with all training, safety and health issues relative to the areas of responsibility. Must present a professional appearance.