



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

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**Title:** Director of Child Nutrition

**Reports to:** Chief Business Official

**Department:** Child Nutrition

**Classification:** Classified Management

**FLSA Status:** Exempt

**Work Year:** 12 months

**Board Approval:** May 11, 2021

**Salary Schedule:** Management/Confidential

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### **JOB SUMMARY:**

Under the supervision of the Chief Business Official, plan, organize, direct, and control the District child nutrition breakfast, lunch and after school programs, services, operations and activities; coordinate personnel, communications, budget and record-keeping functions; train, supervise and evaluate the performance of assigned personnel; and perform related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Plan, organize, control and direct District-wide child nutrition programs, services, operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; establish and maintain Department timelines and priorities; ensure that school nutrition functions comply with USDA/CDE safety and sanitation regulations and established laws, rules, policies and procedures.
- Develop and maintain child nutrition inventory control and distribution systems; review periodic inventory forms and order, receive, and maintain adequate inventory of foods, supplies, and equipment; submit orders for United States Department of Agriculture (USDA) donated foods when available; ensure proper use of USDA donated foods according to established procedures; direct the receipt, storage and rotation of food items and supplies.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training; review monthly payroll, time sheets and leave requests; monitor staff absences; schedule substitute workers covering all shifts; assign personnel to events as needed.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files, correspondence and monthly, quarterly, and annual accounting reports related to child nutrition operations, menus, inventory, production, equipment, personnel, policies, budgets, financial activity and assigned duties; analyze department financial statements.
- Compute statistical information for various mandated reports; ensure mandated reports are submitted to appropriate governmental agency according to established timelines.
- Conducts procurement in a manner that promotes full and open competition including the development and maintenance of a written code of conduct that covers conflict of interests as it relates to the selection, award, and administration of child nutrition food service contracts.
- Verify and collect reimbursements; make deposits.
- Request purchase orders verify invoices; track purchases for applicable rebates.
- Oversee, verify and process free/reduced meal applications following state guidelines;

notify schools and families.

- Develop and monitor the Department Food Safety Plan (HACCP).
- Conduct on-site visitations to coordinate and review school nutrition operations; analyze effectiveness, ensure compliance with laws and regulations, and observe safety and sanitation procedures.
- Plan, develop and implement menus according to established portion control, recipe guidelines, dietary balance, health and nutrition requirements; develop menus for students requiring special diets; calculate, develop and adjust recipes for menu items as directed; prepare menu production sheets for school sites and ensure compliance with regulations and requirements of the School Breakfast Program and National School Lunch Program.
- Communicate with parents, administrators, staff, vendors, and various outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns.
- Provide technical expertise regarding assigned functions and develop effective policies and procedures to accomplish goals and objectives.
- Operate standard office equipment including a computer and assigned software.
- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings, trainings and conferences as assigned; remain knowledgeable of new and current trends and innovations in the field of Child Nutrition industry; develop, implement and conduct departmental in-service trainings as directed.

#### **OTHER JOB-RELATED DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### **Knowledge of:**

- Planning, organization and direction of a comprehensive school district child nutrition program including the preparation, cooking, baking, serving, distribution and selling of food items.
- Principles and practices of administration, supervision and training.
- Advanced principles and practices of budget preparation and administration.
- Meal production planning and scheduling.
- Labor, materials, and overhead costs in a food service operation.
- Principles, theories and practices of child nutrition, food values, food combinations, adjusting and extending recipes, proper substitutions and menu planning.
- Dietary modifications for students with specialized needs.
- Sanitation and safety practices related to preparing, handling and serving food including HACCP.
- Inventory practices and procedures including storage and rotation of perishable food.
- Procedures used in ordering, receiving, storing food and supplies.
- Nutritional and operational requirements of the National School Lunch Program, School Breakfast Program, After School Program and related Federal and State USDA/CDE regulations, including the evaluation of applications for free and reduced priced meals for needy students.
- Child Nutrition Point of Sale (POS) programs.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures including health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.

- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct District-wide child nutrition programs, operations and activities.
- Coordinate personnel, communications and record-keeping functions to meet child nutrition needs.
- Train, supervise and evaluate the performance of assigned personnel.
- Provide administrative and professional leadership for the District-wide child nutrition programs.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient District-wide child nutrition program services.
- Interpret, apply and explain federal, State and local policies, rules, regulations, policies and procedures regarding the USDA and National Federal School Breakfast and Lunch Programs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, materials, equipment and supplies.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements within a fixed budget.
- Organize, direct and ensure accuracy of food service cashiering and accounting functions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment including a computer and assigned software.
- Meet schedules and timelines.
- Work independently with little direction.
- Direct the maintenance of a variety of comprehensive narrative and statistical reports, records and files related to assigned activities.
- Analyze bids for food contracts to determine the most advantageous in terms of quality and cost.
- Research and requisition large quantities of food and supplies economically.
- Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Bachelor's degree or higher with emphasis in institutional food management, nutrition, dietetics or a closely related field.

Experience: Five (5) years of increasingly responsible experience in school or institutional based nutrition/food services setting involving planning and preparation of food in large quantity including three (3) years in a supervisory capacity.

Licenses, Certificates and other Requirements:

- Valid Class C California driver's license.
- Valid Food Safety Manager Certificate or equivalent and USDA required five (5) year certificate renewal.
- Incumbents are required to adhere to the annual minimum required twelve (12) training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

### **WORKING CONDITIONS:**

**Environment:** Indoor/Office/Kitchen environment, driving a vehicle to conduct work, fast-paced work environment with changing priorities.

**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.

- Vision to inspect kitchen operations and financial or statistical records.
- Dexterity of hands and fingers to operate a computer and office equipment.
- Sitting or standing for extended periods of time.
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files.
- Hearing and speaking to exchange information in person and on the telephone.

### **Hazards:**

- Working around and with machinery having moving parts.
- Heat from ovens and cold from freezers.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*