

**DIRECTOR OF CHILD NUTRITION****JOB SUMMARY:**

Under supervision of the Director of Business Services, plan, organize, direct, and control the district Breakfast and Lunch Programs.

**REQUIRED QUALIFICATIONS:****Ability to:**

- Make mathematical computations rapidly and accurately;
- Understand and carry out oral and written directions;
- Prepare monthly reports/statements;
- Knowledge of computer word processing, spreadsheet, and food service software;
- Interpret and apply a variety of State guidelines regarding the National Federal School Lunch Program;
- Establish and maintain effective and cooperative relationships with those contacted in the course of work;
- Prepare menu affording a balanced diet;
- Supervise the operation of all phases of food service operation;
- Select, train, and supervise food service personnel;
- Supervise all phases of the food service operation;
- Analyze bids for food contracts to determine the most advantageous in terms of quality and cost;
- Train and supervise District Clerks in processing meal applications, daily deposit verification, and other areas of food service support;
- Keep accurate records, and represent and support district or school in conversation with the public.

**Knowledge of:**

- General clerical office methods and procedures;
- California School Accounting practices and procedures.
- Methods, practice and terminology used in school district financial/statistical clerical work; operation of office machines and equipment.
- Procedures and equipment used in preparation, cooking, and serving of food in large quantities. Proper food combinations, and economical substitutions that may be made.
- Menu planning.
- Labor, materials, and overhead costs in a food service operation.
- Supervisory techniques.

**Education:**

- Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.
- Equivalent to graduation from an accredited college or university with a major in nutrition or related fields of study.

**Experience:**

- Two years of experience as a manager or as an assistant to the manager of a restaurant or the equivalent serving large quantities of food
- Two years of experience as a manager or as an assistant to the manager of a school food service program preferred

### **ESSENTIAL FUNCTIONS:**

- Monthly, quarterly, and annual accounting reports, including: Claim for Reimbursement, Cafeteria Income and Expense Report, Commodities reports and orders, National School Lunch Program renewal application, annual Cafeteria budget, and other District and Governmental reports as needed.
- Reconciles school site daily deposits, balances cafeteria bank account, collects reimbursement for NSF cafeteria checks and redeposit to credit union;
- Verifies State and Federal reimbursements and deposits with the County Treasurer's office;
- Requests Purchase Orders, verifies invoices, prepares and keys voucher payment information, and mails payments; tracks purchases for applicable rebates.
- Processes free/reduced meal applications following state guidelines, notifying schools and families;
- Application verification in compliance with State regulations;
- Visits cafeterias verifying "offer versus serve" meal compliance;
- Prepares all menus; checks dietary balance and nutritional adequacy to meet all required regulations;
- Orders, receives, and maintains adequate inventory of foods, supplies, and equipment;
- Distributes food received from subsidy program;
- Reviews work of employees in all kitchens;
- Consults with principals of schools regarding integration of breakfast and lunch program with school program;
- Checks quality of food served;
- Periodically inspects cafeterias for cleanliness and conformance to established operating procedures;
- Assigns, supervises, and evaluates food service personnel;
- Schedules substitute workers covering all shifts;
- Performs other related duties as required.

### **WORKING CONDITIONS:**

#### **Environment:**

- Office environment; subject to constant interruptions.

#### **Physical Abilities:**

- Seeing to inspect 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.

**Employment: 12 month employee**

***Approved: July 12, 2005***