

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### DIRECTOR-NUTRITION SERVICES

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#### **DEFINITION:**

Under the direction of the Senior Director-Business Services, plan, organize, control and direct the operations of the Nutrition Services department; train, supervise and evaluate the performance of assigned personnel; assure compliance with Federal, State and USDA regulations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct the operation of the Nutrition Services department including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; establish and maintain Department time lines and priorities; assure food service functions comply with safety and sanitation regulations and assure compliance with Federal, State and USDA regulations.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Coordinate personnel, communications and record-keeping functions to meet department needs and assure smooth and efficient Department activities.
- Oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of food service issues, conflicts and discrepancies.
- Monitor and evaluate nutrition services activities and functions for financial effectiveness and operational efficiency; respond to staff input concerning Department needs; oversee the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Department.
- Provide consultation to personnel, outside agencies and the public concerning food service operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, standards, requirements, practices, goals, objectives, rules, regulations, policies and procedures.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Specific and procure food, supplies and equipment in collaboration with the Purchasing Department; negotiate food service contracts with agencies and institutions.
- Determine portion control and pricing of food items.
- Assist in the development of design specifications for maintenance and modernization of District facilities; determine maintenance needs and coordinate the completion of maintenance work for the Nutrition Services department.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files and reports related to food service operations, menus, inventory, equipment, personnel, policies, budgets, financial activity and assigned duties.
- Compute statistical information for various mandated reports; assure mandated reports are submitted to appropriate governmental agency according to established time lines.
- Provide technical information and assistance to administrators, staff, parents and others regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop, prepare and administer the annual preliminary budget for the Nutrition Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

- Any combination equivalent to: Bachelor's degree in nutrition, business administration or related field and five years increasingly responsible experience in the administration of quantity food preparation, cooking and serving.

**Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Credentialed School Nutrition Specialist (SNA).
- ServSafe Certificate.
- Food Handlers Permit.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.

**DESIRED QUALIFICATIONS:**

- Master's degree in nutrition, business administration or related field.

**Knowledge of:**

- Planning, organization and direction of nutrition services operations and activities including large scale preparation, cooking, baking, serving, distribution and selling of food items.
- Principles and practices of management and contract negotiation.
- Methods of adjusting and extending recipes and proper substitutions.
- Sanitation and safety practices related to preparing, handling and serving food.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Food science, food systems, meal management and food-borne illnesses and prevention.
- Inventory practices and procedures including storage and rotation of perishable food.
- Quality and portion control techniques.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- USDA dietary regulations, guidelines and compliance,
- Technical aspects of field of specialty.
- Food service organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Oral and written communication skills.
- Public relations principles and practices.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Mathematic calculations.

Ability to:

- Plan, organize, control and direct food service operations and activities.
- Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities.
- Supervise and evaluate the performance of assigned personnel.
- Assure proper and timely resolution of food service issues, conflicts and discrepancies.
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.
- Provide technical information and assistance concerning Nutrition Service operations and activities.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- Organize, direct and assure accuracy of food service cashiering and accounting functions.
- Communicate effectively both orally and in writing.
- Write specifications for foods, supplies and equipment and evaluate bid proposals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Kitchen environment.
- Constant Interruptions.
- Evening or variable hours
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 11/7/14**

**Board Approved: 12/8/14**

**FLSA Status: Exempt**