

MODESTO CITY SCHOOLS

Job Description

JC# 010003

SENIOR DIRECTOR, NUTRITION SERVICES

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for the operation and administration of the Nutrition Services Department.

SPECIFIC RESPONSIBILITIES

1. Plan and recommend programs, policies and goals for the Nutrition Services Program in accordance with federal regulations and District policies. *E*
2. Develop and administer the Nutrition Services Program budget. *E*
3. Direct and collaborate with other District departments on the implementation and ongoing support of the Community Eligibility Provision program. *E*
4. Direct the implementation and the maintenance of a Food Safety Certification Program for Nutrition Services employees. *E*
5. Supervise coordination, implementation, and maintenance of computerized point of sale system. *E*
6. Assist in the selection, assignment, orientation, training, supervision and evaluation of personnel. *E*
7. Implement "Green" strategies to reduce food and other related waste. *E*
8. Supervise coordination of annual Professional Development training for all Nutrition Services employees. *E*
9. Specify and procure food, supplies, and equipment in conjunction with the Purchasing Department. *E*
10. Collaborate with Information & Technology to identify and implement technology initiatives to improve services and operations. *E*
11. Assist in the development of design specifications for maintenance and modernization of District facilities. *E*
12. Collaborate with other District departments in providing guidance in competitive food regulations compliance. *E*
13. Determine maintenance needs and coordinate the completion of such work. *E*
14. Develop and maintain an effective public relations program. *E*
15. Negotiate food service contracts with agencies and institutions. *E*
16. Maintain and monitor reporting systems to evaluate the effectiveness of the Nutrition Services program. *E*
17. Determine portion control and the pricing of food items. *E*
18. Present the District's position on Child Nutrition to legislative bodies and regulatory agencies. *E*
19. Prepare reports in a complete and timely manner. *E*
20. Effectively communicate and maintain cooperative relationships with those contacted in the course of work. *E*
21. Perform other related duties as assigned.

E = Essential Function

SENIOR DIRECTOR, NUTRITION SERVICES (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of food science, food systems, meal management and food-borne illnesses and their prevention.
- Knowledge of principles and practices of management, program budgeting and contract management.
- Knowledge of procedures and equipment used in large scale preparation, cooking and serving food.
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- Knowledge of principles and practices of management, program budgeting and contract management.
- Knowledge of procedures and equipment used in large scale preparation, cooking and serving food.
- Knowledge of principles of nutrition.
- Knowledge of food values, proper food combinations and economical substitutes.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply effective supervision and evaluation procedures.
- Knowledge of and ability to apply methods of current equipment and construction requirements for school food service facilities (including health and safety standards).
- Knowledge of and ability to apply principles of cost analysis, accounting and purchasing.
- Knowledge of and ability to apply public relations principles and practices.
- Ability to write specifications for foods, supplies and equipment and evaluate bid proposals.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

- Increasingly responsible experience managing an institutional or commercial quantity food service operation.

Desirable Qualification:

- Five (5) years experience managing a school district quantity food service program.

Education/Credential

Minimum Requirement:

- Bachelor's Degree or college level coursework in dietetics, foods and nutrition, hotel and restaurant management, business administration or related subject area.

Desirable Qualification:

- Master's Degree in Institution Management, Business, Food Service or related technology or a related field.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.
- Sufficient hearing to hear normal telephone and handheld radio conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or handheld radios.
- Sufficient physical ability, strength, balance, mobility and stamina to perform moderate physical labor.
- Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.

SENIOR DIRECTOR, NUTRITION SERVICES (continued)

REPORTS TO

Associate Superintendent, Business Services or designee

Cabinet Approved: 6/13/18

Board Approved: 6/25/18