

# CENTRAL SCHOOL DISTRICT

**Job Title:** Director of Child Nutrition and Purchasing

**Occupational Group:** Management

**Reports to:** Assistant Superintendent of Business Services

**Board Approval:** November 29, 2016

**Work Year:** 12 months

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## **DEFINITION**

Under the general supervision of the Assistant Superintendent, Business Services, plan, organize and direct the overall operation of the Food Services and Purchasing departments of the District; establish and set department goals and standards; ensure program compliance with Federal, State, County and District requirements; provide training and supervision for all personnel in the Food Services and Purchasing departments.

## **QUALIFICATIONS**

### **Education/Certification:**

- Required: SafeServe Certificate or equivalent through National Restaurant Association
- Required: Valid California Driver's License and safe driving record.
- Desired: Graduation from a four-year college or university with a major in Nutrition, Business or Public Administration or a related field.
- Desired: Registered Dietician with the American Dietetic Association and/or certification as a director of food services from the School Food Service Foundation.

### **Experience:**

- Three years or more of administrative or supervisory experience in school food service, institutional or commercial food service program.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students; USDA donated food usage and competitive food sales, principles of good nutrition and their application to school food service and the nutritional well being of students; food sanitation principles and control of micro biological and physical contamination of food; menu planning to meet nutritional needs and taste preferences of students and to control plate waste; kitchen layout and food supply, food service equipment specification preparation; institutional food purchasing procedures, manpower scheduling, cost control, budget planning, control and reorder time schedules; purchasing methods and procedures; stock control and inventory methods; school equipment and inventory supplies.

#### **Ability to:**

Apply professional knowledge and administrative ability in directing comprehensive school food service and purchasing programs; establish and maintain cooperative working relationships with those encountered throughout the course of the workday; direct and supervise employees for maximum productivity and morale; analyze situations accurately and adopt appropriate courses of action.

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**ESSENTIAL & REPRESENTATIVE DUTIES** – Essential duties include, but are not limited to, the following:

1. Work with vendors regarding new products and services and/or problems involving their products or delivery service.
2. Develop and test menus and recipes, plan menus with menu production worksheets that provide nutritional and appetizing foods and recommend prices for all operations.
3. Plan and direct district wide meetings and workshops to provide training on food preparation and service, sanitation and nutrition.
4. Counsel, train and evaluate work performances of probationary and permanent employees.
5. Meet with students, teachers, parents, vendors, employee and community groups on school child nutrition services program matters.
6. Purchase food, supplies and equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with district policies and state and federal laws.
7. Develop, implement and maintain the nutrition education program.
8. Analyze child nutrition services department financial statements and take corrective action when necessary to prevent financial losses.
9. Provide liaison between education and child nutrition service staffs in establishing and conducting nutrition education programs.
10. Oversee, maintain and direct the District catering program.
11. Provide assistance to school and departmental employees to determine purchasing needs and specifications.
12. Prepare and revise the Warehouse Inventory list as needed.
13. Obtain prices by telephone or personal contact with vendors.
14. Implement purchasing calendar for entire year.
15. Coordinate inventory control records for equipment of entire district.
16. Maintain district warehouse inventory at suitable levels for district usage.
17. Maintain asset accounting for inventory control records on all equipment purchased throughout the district exceeding certain prescribed amounts.
18. Complete appropriate reports relating to the warehouse and purchasing operations.

### **CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.

Ability to pass Pre-Placement Physical

### **WORKING CONDITIONS**

Office environment; employee will occasionally perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires heavy lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases and anti-social behavior.

### **PHYSICAL ABILITIES**

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs.

**OTHER REQUIREMENTS**

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.