

VISTA UNIFIED SCHOOL DISTRICT
DIRECTOR OF CHILD NUTRITION SERVICES

Purpose Statement

The purpose of a Director of Child Nutrition Services is to direct nutrition and warehouse programs and services; provide information and serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serve as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Collaborates with internal and external personnel (e.g. district personnel, public and regulatory agencies, community organizations, vendors, etc.) for the purpose of implementing and maintaining services and programs.
- Develops and implements promotional and marketing plans for the department based on the needs of the students, District, and community for the purpose of disseminating information and maintaining a positive public image of the department.
- Directs and manages nutrition services and warehouse operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of ensuring effective nutrition services and warehouse operations within established timeframes and in compliance with local, state, and federal regulations and District policies and procedures.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative at designated meetings, events, and/or on committees.
- Inspects food production and serving areas and warehouse, stores, and site storage for the purpose of maintaining a safe, healthy, and sanitary environment and ensuring compliance with local, state, and federal regulations.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Oversees and approves orders for nutrition services and warehouse (e.g. food, supplies, equipment, vehicles, etc.) for the purpose of ensuring optimum quality, cost control, and adherence to established internal controls.
- Oversees the preparation and maintenance of a wide variety of documents, reports, and records (e.g. food service menus, inspection reports, free and reduced lunch applications, inventory, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.
- Participates in and leads meetings, workshops, and in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

- Provides job related training opportunities for staff for the purpose of ensuring their job success and compliance with legal mandates.
- Researches a variety of topics (e.g. new products, equipment, safety and health regulations, requirements, and laws, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, recommending purchases and contracts, and maintaining District-wide services.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices and procedures;
- analyzing budgets;
- analyzing data;
- applying job-related codes, regulations, and laws;
- budgeting and financial management;
- classifying data and/or information;
- conducting and facilitating meetings;
- conducting interviews;
- enforcing rules and regulations;
- handling hazardous materials;
- operating standard office equipment and office technology;
- preparing complex business analyses and reports;
- preparing and maintaining accurate records;
- planning and managing projects;
- using job-related software applications including word processing, spreadsheet, presentation, and database management.

KNOWLEDGE is required to:

- perform basic math, including calculations using fractions, percents, and/or ratios;
- read, interpret, and communicate information regarding professional and technical documents;
- compose a variety of documents and/or facilitate group discussions;
- analyze situations to define issues and draw conclusions;
- speak clearly;
- resolve issues;
- understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- bidding, contracts, and procurement procedures;
- budget management and accounting;
- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling and punctuation;
- effective child nutrition and warehouse programs and practices;

- effective methods of food preparation, storage, and service;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- methods of tactful, patient, and courteous interpersonal interactions;
- office equipment and technology;
- personnel administration practices;
- pertinent software programs;
- recordkeeping and retention practices;
- safety and security practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining appropriate courses of action;
- communicating with parents, school personnel, community members, vendors, and staff;
- communicating with persons of diverse backgrounds;
- diffusing argumentative behavior;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- interacting with the public;
- maintaining confidentiality;
- making quick and accurate decisions;
- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- providing customer service;
- providing direction and leadership;
- reading, interpreting, explaining, and following rules, regulations, policies, procedures, and laws;
- reading, writing, and communicating effectively in English;
- setting priorities;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under

some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in business administration, public administration, nutrition, or related field and five (5) years increasingly responsible food service operations experience. School district or public sector experience is highly desirable.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Continuing Educ. / Training

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Food Handlers Certification authorized by San Diego County and the maintenance of the certification throughout employment in the position.

Food Safety Manager Certification authorized by San Diego County and the maintenance of the certification throughout employment in the position.

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Revised: 08/09/2016

Salary Grade

Classified Management, Range
24