Purpose Statement

The purpose of a Director of Child Nutrition Services is to provide dynamic, responsive, collaborative, forward-thinking vision, leadership, and management of nutrition services to support the mission and goals of the District; 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; serve as a member of the leadership team.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding information systems and services.
- Communicates with administrators, staff, outside organizations, parents, and community members for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Directs and manages nutrition services operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of ensuring effective nutrition services operations within established timeframes and in compliance with local, state, and federal regulations and District policies and procedures.
- Facilitates meetings and training opportunities for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- 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 (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.
- 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.
• Prepares a wide variety of complex reports, correspondence, and other materials relating to the district’s child nutrition services program for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.

• 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 emergency situations for the purpose of addressing immediate safety concerns.

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 routinely 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;
• analyzing budgets;
• analyzing data;
• applying job-related codes, regulations, and laws;
• budgeting and financial management;
• compiling and analyzing financial and statistical information and data;
• operating standard office equipment including utilizing pertinent software applications and office technology;
• planning and managing projects;
• preparing and maintaining accurate records;
• preparing complex business analyses and reports;
• using Microsoft Office software applications and Google based platforms;
• 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:

• procedures of bidding, contracts, and procurement;
• business telephone and email etiquette;
• community resources;
• concepts of grammar, spelling and punctuation;
• effective child nutrition programs and practices;
• effective methods of food preparation, storage, and service;
• interpersonal skills using tact, patience, and courtesy;
• interviewing techniques and practices;
• job-related codes/laws/rules/regulations/policies;
• methods of organizing, scheduling, and prioritizing workloads;
• modern office practices and procedures;
● office equipment and technology;
● personnel administration practices;
● pertinent software programs;
● principles and practices of budget management and accounting;
● principles of food service management;
● principles and practices of training;
● recordkeeping and retention practices;
● safe driving practices;
● safety 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 priorities;
● analyzing issues and determining an appropriate course of action;
● communicating with diverse groups and individuals;
● diffusing argumentative behavior;
● displaying tact and courtesy;
● effectively planning, organizing, controlling, and directing the services of assigned department;
● establishing and maintaining effective working relationships with others;
● interacting with the public;
● maintaining confidentiality;
● making quick and accurate decisions;
● meeting deadlines and schedules;
● multitasking;
● operating motor vehicles;
● planning and organizing work;
● preparing accurate records;
● 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;
● understanding and following oral and written directions;
● 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 significant resources from other work units is routinely 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 60% sitting, 20% walking, and 20% 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 a related field and five (5) years of increasingly responsible food service operations experience. School district or public sector experience is highly desirable. Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) 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.

Certificates and Licenses
Valid California Class C Driver License.

Food Manager Safety Certification accredited by the American National Standards Institute (ANSI)

Continuing Educ. / Training
Complete a minimum of twelve (12) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

Clearances
Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status Approval Date Salary Grade
Exempt Revised: 08/09/2016 Classified Management, Range
Revised: 10/15/2019 24