

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CHILD NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business, plan, organize, control and direct food service operations and activities including the preparation, cooking, baking, serving, storage, distribution and selling of food items to meet student needs; coordinate personnel, communications and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct food service operations and activities including the preparation, cooking, baking, serving, storage, distribution and selling of food items to meet student needs; establish and maintain Department time lines and priorities; ensure food service functions comply with safety and sanitation regulations and established laws, rules, policies and procedures.

Coordinate personnel, communications and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; ensure proper and timely resolution of food service issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Monitor and evaluate food service 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.

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; ensure mandated reports are submitted to appropriate governmental agency according to established time lines.

Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies.

Plan, organize and direct food service cashiering and accounting functions; ensure proper distribution, collection and marking of lunch tickets; review and verify accuracy of receipts and transactions; prepare, receive and verify bank deposits; review subordinate records, reports, receipts and transport sheets for accuracy and completeness; identify and resolve discrepancies.

Coordinate and direct activities and personnel to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.

Develop and implement weekly menus according to established portion control and recipe guidelines and health and nutrition requirements; ensure compliance of menus with applicable government regulations and guidelines for school lunch and related feeding programs; calculate and adjust recipes for new menu items as directed; coordinate and direct catering functions for special school events as needed.

Process and monitor free and reduced price meal applications.

Provide technical information and assistance to the administrator regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with students, staff and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct departmental in-services as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items.

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.

January 2015

Ewing Consulting, Inc.

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.
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.
Interpersonal skills using tact, patience and courtesy.
Operation of 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 ensure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned personnel.
Ensure 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 consultation concerning food service operations and activities.
Develop and implement menus in compliance with portion guidelines and nutrition requirements.
Organize, direct and ensure accuracy of food service cashiering and accounting functions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: completion of one year of college-level course work in child nutrition, dietetics or related field and five years increasingly responsible experience in quantity food preparation, cooking and serving including two years in a supervisory or management capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate ServSafe food service certification(s).
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.