

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR-NUTRITIONAL SERVICES**

DEFINITION

Under the general direction of the Assistant Superintendent-Business Services, plans, organizes, develops, and directs the District Nutritional Services Program, supervises and trains Nutritional Services staff; maintains financial records, promotes programs to staff and general public, and provides and maintains efficient and effective food and nutrition service to all schools in the District. As a member of the District Management Team, works cooperatively with the other members of the Management Team in the formulation and implementation of district policies.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Administer the Nutritional Services Programs of the District in accordance with federal and state laws and regulations, local and state health ordinances, and District policies.
- Develop the Nutritional Services budget, controls expenditures and maintains a positive fund balance;
- Provides fiscal management of department resources, including analyzing financial and operating statements;
- Direct and coordinates the procurement of food, supplies, and equipment;
- Work directly with suppliers and vendors in the acquisition and purchase of food, supplies and equipment;
- Develop specifications for food, supplies, and equipment bids and quotations;
- Oversee the Nutrition Specialist in the development and compliance of standardized recipes and menus, which will meet all Federal and State food nutrition guidelines;
- Develop and implements clear and concise cash control policy and procedures for each site and the Nutrition Services department;
- Develop and implements clear and concise point of sale procedures for each site, which will follow State and Federal guidelines;
- Responsible for the design, development and implementation of new technology use in the department; Will work collaboratively with the Technology Department and site Administration in the implementation of all new technologies;
- Screen and approve all Nutritional Services requisitions and issues purchase orders for food, supplies, and equipment;
- Assess Nutritional Services needs and recommends purchase of new or replacement equipment;
- Assess needs, make recommendations and assists in planning of Nutritional Services facilities;
- Develop and implements standards for the operation of an efficient, sanitary, and high quality Nutritional Services program;
- Conduct research in and keeps abreast of developments in school food service management and nutrition education;
- May serve as a member of the District's Administrative Negotiating Team in CSEA bargaining;
- Act as the coordinator/resource person for disaster feeding sites;
- Accept opportunities to share in district policy development, planning, and evaluation.
- Responsible for the performance and evaluation of the Nutritional Services employees;
- Design and supervise the instruction and training of Nutritional Services personnel;
- Screen job applicants, interviews applicants, and recommends employment and assignment to schools in accordance with workload;
- Conduct regular staff meetings and workshops.
- Direct the planning of menus and checks dietary balance, nutritional adequacy and student acceptability for foods used;
- Consult with district administrators regarding Nutritional Services needs and nutrition education programs;
- Develop a marketing plan and related public information materials;
- Meet with students, teachers, parents, vendors, employees, and community groups regarding Nutritional

Services program matters;

- Apply for and implement food and nutrition Grants, such as SHAPE California; Advises district of federal, state and local legislative issues pertaining to Child Nutrition;
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles of organization and administration as it applies to schools, business management, purchasing, school food service, and nutrition;
- Institutional kitchen planning and food preparation equipment;
- Food production, including preparation, serving, holding, storage, sanitation, and safety;
- Menu planning, nutritional analysis and marketing;
- Maintaining cooperative working relationships with school district officials, staff, and the general public.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Reason logically and think independently;
- Analyze situations accurately and decide upon appropriate action;
- Provide skilled leadership in Nutritional Services;
- Apply professional knowledge and administrative ability to direct Nutritional Services Programs;
- Select and train personnel;
- Direct and supervise staff;
- Coordinate and work cooperatively with those contacted in the course of work, including administrators, teachers, students, and the general public;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Five (5) years of experience with a large institutional food service operation is required.
- Minimum of three (3) years in a supervisory capacity in a school district is desirable.

Education:

- Equivalent to graduation from an accredited college with an emphasis in food, nutrition, institutional and business administration or related field is required;

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Insurability by the District's liability carrier.
- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.