

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-FOOD & NUTRITION SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and direct the operations of District Food and Nutrition Services related functions; coordinate and implement program standards and procedures and assure compliance with applicable State and federal regulations; assure a safe and efficient work environment and economically sound operations; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct District-wide food service operations; develop and implement goals, objectives, policies, procedures and prospective legislation related to District food service programs and local and state health laws.

Serve as the District's authorized representative to establish procedures, standards and records necessary to comply with local, State and federal laws and regulations related to child nutrition programs.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and conduct in-services and food service training programs; assist in establishing annual calendars and job descriptions.

Provide technical expertise, information and assistance to the Assistant Superintendent-Business Services, Superintendent and Board regarding food service operations; assist in the formulation and development of programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term nutrition education programs and training activities designed to enhance student health and food service programs and services; establish standards for quality of food and menu development to meet the dietary guidelines for children.

Organize and monitor the purchasing, ordering, receiving, distribution and storage of food and related supplies and equipment to school sites including the Food Production Center and catering activities; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to food service activities and personnel; submit report to appropriate departments and agencies to assure State and federal expense reimbursements; compose memoranda, procedure manuals, handbooks

and related materials.

Communicate with other administrators, personnel, vendors, students, parents and outside organizations to coordinate food service activities; coordinate public relations; prepare newsletters and menus; collaborate with Human Resources and AFSCME to resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Plan for the construction of new kitchen facilities and remodeling of existing kitchen facilities; prepare equipment and material specifications

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and operation of a large food service program.

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in a school district food service operation.

Menu analysis and development techniques.

Nutritional requirements of school-aged children.

Budget preparation and control.

Oral and written communication skills.

Health and safety regulations.

Inventory methods and practices.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the operations of District Food and Nutrition Services related functions. Coordinate and implement program standards and procedures and assure compliance with applicable State and federal regulations.

Assure a safe and efficient work environment and economically sound operations.

Train and supervise the performance of assigned personnel.

Purchase quantity items and services economically, efficiently and in accordance with established policies,

procedures and guidelines.

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.

Observe health and safety regulations.

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 and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in nutrition, dietetics, business administration or related field and five years increasingly responsible experience in the administration of a school food service operation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

California School Food Service Associate Director III certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.