

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 17, 2010

Revised: September 16, 2015

Salary Schedule: 250; Row: 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: DIRECTOR OF NUTRITION SERVICES

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Business Services, plan, coordinate and direct the district's food and nutrition services program, assuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record keeping; assign, train, supervise and evaluate the performance of assigned personnel. Maintain equipment and inventory and assist in planning, remodeling and equipping district food service facilities. Plan the district menus and nutrition education programs.

JOB FUNCTIONS:

- Organize and supervise district food and nutrition services operations.
- Establish and implement food and nutrition services policies and procedures for assigned operations.
- Confer with Fiscal Services, Purchasing, Warehouse, Maintenance and Operations, and Human Resources departments to coordinate functions with Nutrition Services.
- Plan, schedule and coordinate special events which use cafeteria facilities.
- Organize and direct master menu planning, meal and recipe planning.
- Test new products, menus and recipes.
- Develop, implement and administer nutrition education for middle and high school-age students in conjunction with site and district level instructional personnel.
- Direct the sanitation, inspection and analysis of food service facilities and equipment.
- Ensure that food items are properly stored, cooked, distributed and served in a safe, sanitary and timely manner and ensure compliance with appropriate health and safety codes.
- Assure nutritional adequacy and dietary balance.

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JOB FUNCTIONS – continued:

- Develop and administer the annual operating budget for the Nutrition Services department to include subsidy and other income projections.
- Control, authorize, limit and monitor Nutrition Services expenditures.
- Supervise daily banking of monies received from breakfast and lunch sales.
- Compute costs of labor, supplies and food.
- Estimate and order proper quantities of foods, supplies and other equipment needed for efficient operations.
- Prepare specifications for the purchase of food supplies and equipment.
- Review and make purchases and recommendations as appropriate.
- Monitor and maintain the safe operation and condition of all food preparation and serving equipment and machines.
- Participate in the selection, assignment and evaluation of nutrition services personnel.
- Train assigned staff in appropriate health and safety regulations.
- Administer employee discipline in conjunction with established district policy and collective bargaining agreements.
- Plan and direct in-service workshops and training programs for nutrition services personnel.
- Conduct employee meetings to discuss and explain operating policies.
- Attend a variety of meetings to maintain current knowledge of nutritional requirements, legal codes and related requirements.
- Conduct and facilitate trainings in customer service.
- Review time sheets, financial statements, operating reports, inventory and cost control records.
- Prepare a variety of nutrition services records and reports.
- Develop application process and procedures under the free and reduced meal program.
- Train personnel to take and approve applications according to Federal regulations.

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JOB FUNCTIONS – continued:

- Establish and maintain effective working relationships with staff, students, parents, and community members
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Planning, organization and direction of a large scale food and nutrition department.
- Menu planning to meet the nutritional requirements of middle and high school-age students.
- Food production including preparation, service, and storage.
- Food pricing, portion control, methods of computing food quantities and qualities, and merchandising.
- Proper procedures, methods and equipment used in ordering, preparing, cooking, transporting and distributing large quantities of food.
- Sanitation and safety practices related to cooking and serving food.
- Applicable state and Federal laws, regulations, codes, policies, and procedures related to child nutrition programs.
- Basic principles of contract law, public purchasing, cost analysis, budget preparation and control, and accounting.
- Analysis and interpretation of financial and operational data to recommend and implement more effective and efficient practices.
- Principles of financial management, markets, food sources, merchandising principles.
- Principles and practices of administration, supervision, training and public relations.
- Kitchen facilities planning and procurement of large food service equipment.

Ability to:

- Plan, organize, and administer the food nutrition program of the district.
- Develop and implement policies and procedures to enhance food services operations.
- Direct and coordinate the timely and efficient preparation and distribution of large quantities of prepared meals and other food items to other locations as needed.

KNOWLEDGE AND ABILITIES-continued:

- Assure compliance with Federal, state, and local laws and regulations.
- Plan appetizing and nutritional menus.
- Provide leadership in nutrition education and food service.
- Interview and select employees and recommend termination and disciplinary actions.
- 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 those contacted in the performance of required duties.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate use of good judgment in decision-making processes.
- Evaluate the effectiveness of programs and personnel objectively.
- Meet schedules and time lines.
- Understand and carry out both verbal and written instructions in an independent manner.
- Prepare and administer a departmental budget.
- Maintain accurate fiscal, budgetary and accounting records and prepare reports related to district nutrition services.
- Respond to changing rules and regulations.
- Operate a computer and use related software.
- Send and receive emails and research information through the Internet.
- Work independently with little direction and provide work direction to others.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Use interpersonal techniques with tact, patience and courtesy.
- Work collaboratively in a team environment.
- Prioritize workload and conflicting demands.
- Promote workplace diversity and a positive work environment.

KNOWLEDGE AND ABILITIES-continued:

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Work effectively in a demanding environment.
- Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Baccalaureate Degree in nutrition, business administration or related field required.

Experience:

- Five years of increasingly responsible experience in quantity food preparation and service operations, including at least two years in a supervisory capacity. Experience should include menu planning, food purchasing, and fiscal management. Preparation and serving in a public institution or related field is highly desirable.

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Licenses/Certificates/Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance
- Valid Driver's License required
- California approved Food Safety Certification required
- School Nutrition Association Certification preferred

EMPLOYMENT STATUS:

- Classified Management Position