

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

Classified Supervisory Position – Job Description

Position: **Director of Nutritional Services**

General Definition: Reporting to and under the general direction of the Assistant Superintendent of Business Services, the Director administers the student nutrition services in a multiple-site program, according to district policies, and federal and state requirements. Supervises and trains food service personnel. Develops and maintains high standard of food preparation and service with emphasis on menu appeal and nutritional value. Oversees and maintains a high standard of sanitation and food safety. Maintain records of income and expenditures, food, supplies, personnel and equipment. Facilitates cooperation with education partners such as administrators, teachers, parents and students.

Under Supervision of: Assistant Superintendent of Business/Designee

Supervision Over: Food Service employees

Employment Term: 11 months per year

Hours: 8 hours per day

Salary Range: Classified Management/Supervisory Salary (Schedule 3)

Desirable Qualifications:

Education High school diploma or equivalent with continuing education in nutrition, food service management and food preparation and safety.

Experience Proven management and leadership of nutrition programs and staff. Prior job related experience in food preparation with increasing levels of responsibility and supervision. Prior experience in K-12 food service programs is preferred.

Licenses Valid California Driver's license required, First Aid and CPR certifications, Certified Food Service Handler

Skills Knowledge of nutrition service programs requirements: including quantity food production & service techniques, planning menus, caring for and maintaining institutional kitchen equipment, inventory control, food safety sanitation requirement, and procedures and health codes, standard office equipment including computers and word processing /database

software, and nutrition record keeping software. Knowledge and experience with USDA K-12 nutrition regulations. Ability to motivate and supervise food service personnel, knowledge of techniques for supervision and training, ability to interpret nutrient analysis of foods, maintain records and complete reports, including web-based reporting. Ability to communicate clearly both in writing and orally, and promote the food service programs throughout the community.

Medical

Requirements: MEDICAL CATEGORY II

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull, climb or run. Standing/walking for prolonged periods.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Lifting 50-75 pounds maximum or carrying any object up to 25 pounds.

Position Responsibilities:

1. Maintains an efficient food service operation and a high quality food service staff by recruiting, selecting and training, scheduling, supervising and evaluating all food service personnel.
2. Plans and analyzes menus for all schools in the district to ensure that USDA Meal Patterns and nutritional requirements are met.
3. Plans menu adaptations for children with special needs.
4. Maintains a purchasing system consistent with USDA and state purchasing guidelines.
5. Enforces federal and state regulations regarding nutritional standards. Prepares and maintains all records for required audits and reviews.
6. Oversees the administration of the district's free and reduced price meals program according to federal regulations.
7. Prepares, monitors and administers the food services budget. Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures.
8. Develops a long range plan that facilitates continuous program improvement through seeking input from students, parents and staff.
9. Ensures that established sanitation and safety standards are maintained.
10. Develops a marketing plan that promotes the school nutrition services.
11. Other duties as assigned.