

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, NUTRITION SERVICES

DEFINITION

Under general direction, to plan, organize and direct the District nutrition service program, including school lunch, breakfast and special nutrition service offerings; to plan, organize and implement operational procedures designed to ensure a cost effective and cost beneficial operational mode; to serve as a resource to District personnel and the educational community concerning nutritional education and appropriate child dietary needs; and to do other related functions as required.

ESSENTIAL DUTIES

- Plan, organize, coordinate and direct the District nutrition service program, including the management of the central kitchen and satellite serving and preparation kitchen operations.
- Plan, organize, develop, and implement policies and operational procedures which ensure adherence to District, State and Federal policies, regulations and guidelines pertaining to an effective and efficient nutrition service program.
- Plan, organize and coordinate the preparation and dissemination of State and Federal required school lunch and breakfast related reports.
- Establish and maintain standards for quality and quantity control, cleanliness and sanitation.
- Monitor and evaluate the purchase, receiving, storage and distribution of food and nonfood items, supplies, materials and equipment.
- Plan, organize, manage and direct the nutrition service warehouse and storage of perishable and non-perishable supplies, materials, and commodities.
- Plan, organize and conduct personnel in-service and orientation training programs, including automated nutrition service record management systems.
- Confer with and advise site and District personnel, and members of the school community, regarding nutrition service problems, issues and concerns, and recommend alternative problem solutions.
- Assist nutrition service personnel in determining appropriate courses of action regarding solutions to unusual or unforeseen problems and concerns.
- Review, monitor and evaluate the performance of nutrition service personnel.
- Direct and coordinate the preparation of nutrition service menus and the use of foodstuffs in plentiful supply.
- Prepare or assist in the preparation of specifications for nutrition service supplies, materials and equipment.
- Participate in the testing and selection of nutrition service products, supplies, materials and equipment.
- Plan, organize, develop and maintain an automated data management, storage and retrieval system.
- Plan, develop and implement a preventative maintenance program for nutrition service facilities and equipment.
- Plan, organize, coordinate in the budget planning process, and in the development, implementation and maintenance of inventory and expenditure control procedures.
- Direct, coordinate, and analyze financial reports, profit and loss statements, and other general accounting functions.

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, NUTRITION SERVICES - Page 2 of 3

- Plan, organize, prepare and disseminate the nutrition service communicative materials.
- Actively participate in the recruitment and selection of nutrition service personnel.
- Drive to and from food service facilities to inspect, monitor, and audit nutrition service operations.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques and strategies relative to the management of a comprehensive nutrition service program;

Nutrition, dietary values, proper food combinations and economic food substitutes;

Legal mandates, policies, regulations and guidelines pertaining to a nutrition service program, including the requirements of the National School Breakfast/Lunch Program;

Practices, methods, procedures and strategies of management, organization and supervision;

Safe and sanitary working methods and procedures.

Ability to:

Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive nutrition service program;

Develop product and service specifications;

Direct and coordinate the preparation of menus that create a balanced and nutritious diet for children of various age levels;

Plan, organize, establish and maintain appropriate, efficient and effective automated data management, storage and retrieval systems;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Establish and maintain cooperative organizational and community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

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

Experience:

Four years of responsible experience coordinating and directing a comprehensive nutrition service program, two years of which must have been in a school district or large commercial operation.

Education:

Equivalent to the completion of a Baccalaureate or higher degree with emphasis in home economics, institutional food management, dietetics, or a closely related field.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.