



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## POSITION DESCRIPTION

**JOB TITLE:** **DIRECTOR OF STUDENT NUTRITION**

**REPORTS TO:** Associate Superintendent Chief Business Officer **SITE:** District Office

**CLASSIFICATION:** AFSCME Classified Management **WORK YEAR:** 222 Days

**SALARY:** Range VI **EFFECTIVE DATE:** \_\_\_\_\_

**APPROVED BY THE BOARD OF TRUSTEES:** \_\_\_\_\_

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### JOB SUMMARY:

Under general administrative direction, the Director of Student Nutrition is responsible for accomplishment of objectives of District's Student Nutrition program; plans, organizes, and coordinates all aspects of the District-wide Student Nutrition Program; develops a business plan, a marketing plan, and budget for the department, coordinates financial transactions and details of the food service operation, in conjunction with food services contractor if appropriate; trains cafeteria managers and food service employees in cooking, food preparation techniques, technology programs, and provides training in various marketing programs; supervises and evaluates kitchen leads.. In collaboration with Human Resources, within the context of the District staff professional development program and contract interpretation and provides personnel training to food services staff, communicates with principals and student groups at all schools concerning the planning of the program and its quality.

Independently or in collaboration with Purchasing Manager, recommends purchase of new equipment and replacement of equipment; checks quality of food service; periodically inspects cafeterias for cleanliness and conformity to established operating procedures; prepares menus and checks dietary balance and nutritional adequacy; distributes and utilizes appropriately foods secured from subsidy programs; provides for and assumes data collection for bookkeeping and financial analysis for revenue and expenses as required by the Director of Fiscal Services and the Associate Superintendent Chief Business Officer. Under the Direction of the Director of Fiscal Services, coordinates Student Nutrition and Cafeteria funds. Prepares reports which provide for analysis of the quality of food service and financial condition and the status of the Student Nutrition Program in relation to stated objectives; and performs other related duties and responsibilities as required. Participates in State and Federal Program audits.

### QUALIFICATIONS:

#### Education/Training Experience

Any combination equivalent to: bachelor's degree in institutional food management, nutrition or related field and five years of increasingly responsible experience in institutional or commercial quantity food service operations including two years of experience in a supervisory capacity.

### KNOWLEDGE OF:

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- District student nutrition programs, operations and activities, nutrition, food values, food combinations, economical substitutions and menu planning.
- Use and care of manual and mechanical food processing equipment. Commercial kitchen equipment, utensils and measurements.

- National School Breakfast and Lunch Program requirements including nutrition education components.
- Budget preparation and control.
- Health and safety regulations.
- Banquet planning, preparation and service.
- Oral and written communication skills.
- 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, technology and assigned software including Microsoft office products.

**ESSENTIAL FUNCTIONS & ABILITY TO:**

- Plan, organize, control and direct the operations and activities of District-wide nutrition service programs and school cafeterias.
- Accept and carry out responsibility for direction, control and planning.
- Analyze and develop efficient and effective nutrition service operational methods and procedures.
- Demonstrate appropriate cooking, baking, serving and cleaning methods and techniques.
- Train and supervise the performance of assigned staff.
- Prepare specifications and analyze bids for food, supply and equipment contracts.
- Communicate effectively both orally and in writing.
- Assure compliance with health and safety regulations.
- Prepare budgets and approve budget expenditures.
- Evaluate food products, supplies and equipment.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Stamina sufficient to sit, stand or walk for long periods of time.
- Vision sufficient to read fine printed materials and computer-generated information and data, as well as computer terminal displays.
- Hearing sufficient to hear conversations in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to write legibly, operate a computer keyboard, and use standard office equipment and supplies.
- Stamina to lift, reach with hands and arms, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Move, lift and/or carry up to 20 pounds.
- Ability to tolerate moderate noise level in working environment.

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must maintain a valid California Driver License.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.
- Driving a vehicle to conduct work.
- Valid Serv-Safe Certificate.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.