

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – DIRECTOR OF CHILD NUTRITION**

TITLE: Director of Child Nutrition

REPORTS TO & EVALUATED BY: Chief Business Official

SALARY: Management Salary Schedule

DEPARTMENTS: R.J. Fisher Middle School

CLASSIFICATION: Classified WORK YEAR: 260 DAYS

BASIC FUNCTIONS:

Reporting to the Chief Business Official, the Director of Child Nutrition is responsible for the preparation, distribution and service of nutritious/delicious foods, food safety and adherence/compliance with applicable laws, standards and guidelines. Good food and the ability to make sound nutritional choices are critical to our student's intellectual and physical well-being. The Director will play a key role in initiatives involving nutrition, school gardens, environmental stewardship and community partnerships to promote student health and provide a valuable link to classroom learning of these initiatives.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Develops, implements and maintains established goals, objectives, policies, and priorities relating to food services activities and effectively communicates to all stakeholders. Establishes the organizational framework to achieve program goals and objectives.
2. Administers and directs the implementation of school nutrition programs within a school district in compliance with federal, state and local regulations. Interprets school food service and nutrition education program needs to meet these regulations.
3. Prepares and administers food service budget including revenue projections and control of expenditures in accordance with established financial priorities. Budget shall include recommendations for facility improvements and equipment needs. Regularly review financial statements to ensure meeting targets and make adjustments to operations as needed.
4. Implements high-quality, minimally-processed, nutritious and delicious meals by introducing standards of operations, specifications for food, related supplies, equipment, recipes, menu planning, food preparation, delivery, service and storage. Responsible for the procurement of supplies, vendor relationships and consultants to meet meal standards. Incorporates USDA commodities allocation into the meal program.
5. Employs exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with staff, students, purveyors, farmers, parents, school administrators, teachers and all other stakeholders.
6. Establishes a comprehensive program for staff including hiring, evaluation, training and development. Ensures staff are meeting the regulatory requirements for health and safety, sanitation, proper care maintenance of equipment and training. Annually reviews

department staffing needs and creates a staffing plan to effectively and efficiently meet goals.

7. Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

To qualify for this position, an individual must possess any combination of experience and education that would insure being able to meet and fulfill the job requirements, including Culinary Degree from a certified institution, Bachelor's Degree or higher in Food and Nutrition, Business Administration or related field. Master's degree preferred, and extensive experience in the fields of nutrition and food service system management at the executive level.

1. A minimum of five years leadership experience in a small to medium K-12 district or food service management with an emphasis on sustainable model that includes: menu planning, food procurement, staff training and supervision and serving nutritious, tasty and appealing minimally processed meals in a commercial or institutional environment. Preferable to include experience with USDA Child Nutrition Standards and compliance.
2. Excellent verbal, written and interpersonal communications skills and ability to work with diverse community partnerships. Strong ability to establish and maintain effective working relationships.
3. Proficient in the use of technical computer applications including Microsoft Office as well as food service software

KNOWLEDGE AND ABILITIES :

Knowledge of:

1. Procedures, policies, practices and methods of District-wide food service operation.
2. Local, State and Federal regulations regarding school food services nutritional standards, dietary guidelines and reporting requirements
3. Facility designs, food and equipment specifications, warehouse and central production facility operations, profit and loss analysis and procurement procedures
4. Federal, State health, sanitation and safety policies and guidelines as they relate to food service operations

Ability to:

1. Prepare and administer budgets and reports
2. Provide professional development to staff
3. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices and maintain a safe and sanitary environment

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification involves sitting, walking, and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 50 pounds or less on a regular basis. The position requires wearing protective apparel including goggles, face protectors, aprons, and gloves; near and far vision with the ability to read small print; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist, and the providing of oral information and direction. Work is done both indoors and out, with exposure to heat, often over 100 degrees, sun, noise, dust, pollen. Regular driving of district vehicle.

Hazards:

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives

LICENSES:

Possess and maintain a valid California driver's license and insurance.

Possess and maintain a valid Food Handlers Certificate

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.