

D R A F T

MILPITAS UNIFIED SCHOOL DISTRICT

**TITLE: DIRECTOR-STUDENT NUTRITION/
PURCHASING/WAREHOUSE**

**REPORTS TO: Assistant Superintendent
Business Services**

DEPARTMENT: Student Nutrition Services

CLASSIFICATION: Classified Management

WORK YEAR: 221 Days

SALARY: Schedule 40-23

BASIC FUNCTION:

Plans, organizes, controls and directs the Student Nutrition/Purchasing/Warehouse operations of the district; locates and allocates resources; supervises and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

Plans, organizes and coordinates a complete student nutrition/purchasing/warehouse program for the entire district.**E**

Plans, organizes and coordinates a breakfast and nutritional program.**E**

Plans and operates a special dietetic/nutrition program in designated schools which is integrated into the district curriculum.**E**

Prepares and distributes to schools a standard monthly menu.**E**

Determines standards, oversees and coordinates the orders of frozen foods, refrigerator, canned and dry foods and other supplies.**E**

Determines required equipment for distribution to preparation kitchens.**E**

Follows and prescribes health, sanitation and safety standards as required by California state laws and OSHA standards.**E**

Determines proper procedures to be followed in ordering foods and supplies.**E**

Maintains inventory records and prescribes methods/procedures on physical inventories.**E**

Works closely with school principals, district administrators and student nutrition staff to insure proper preparation, scheduling and sanitation student nutrition operations.**E**

Oversees Central Kitchen which delivers food to other schools.**E**

Formulates, monitors and evaluates long and short term department goals and objectives designed to provide high levels of service while maintaining an efficient and cost effective operation.**E**

Establishes and monitors work schedules of purchasing personnel.**E**

Conducts regularly scheduled manual inventories; analyzes results and identifies shortages and overages of purchasing/warehouse supplies.**E**

Makes vendor contacts.**E**

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES (continued):

Maintains food and general stores inventory control through proper computer updating of orders, receipts, issues, credits and new stock.**E**

Conducts training and in-service training and recommends professional growth courses to assigned personnel.**E**

Makes written and oral reports to the Board.**E**

Supervises and evaluates assigned staff; cross trains student nutrition personnel in various preparation and serving activities.**E**

Develops and prepares the annual budget; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.**E**

Works cooperatively with public health inspectors and insures that their evaluations and reports are fully complied with.**E**

Relates to personnel supervises information from journals, books, California laws and OSHA and similar publications to keep personnel abreast of department=s operations, procedures and standards.**E**

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Bachelor=s Degree in Student Nutrition Management, Business Management or similar fields.

Five (5) years of progressively responsible, professional experience in student nutrition operations and management.

Demonstrated leadership, organizational and management abilities.

Meet district standards for physical and mental health.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of the student nutrition/purchasing/warehouse operations of the district.

Nutritional requirements of school-aged children.

Sanitation and safety practices related to cooking and serving food.

Federal and state regulations for student nutrition and purchasing programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

KNOWLEDGE AND ABILITIES (continued):**ABILITY TO:**

Plan, organize and administer the student nutrition/purchasing/warehouse activities and operations of the district.

Locate and allocate resources.

Assure food items are prepared, served and stored properly.

Assure compliance with health and sanitation requirements.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

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 the essential functions.

Office environment; subject to driving to off-site locations to conduct work. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk, or listen. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision. Speaking to deliver public presentations.

LICENSES:

Possess and maintain a valid California driver=s license.

California State Certification is desirable.

Internship or Administrative Internship Program completion, which is approved by the American Dietetics, American Restaurant, American Home Economics, or the American School Food Service Association

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 are performed by the individual currently holding this position and additional duties may be assigned.

06/96

11/97

07/05

04/17