



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - CHILD NUTRITION SERVICES</u>			
DEPARTMENT/SITE:	Child Nutrition Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	06
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Business Services or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Plan, organize, control, and direct Child Nutrition Services operations and activities including the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; monitor and control nutrition services program planning, resource allocation, and design of food service facilities; coordinate personnel, communications, and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, control, and direct food service operations and activities including the preparation, cooking, baking, serving, distribution, and selling of food items to meet student needs; establish and maintain Department timelines and priorities; ensure food service functions comply with safety and sanitation regulations and established laws, rules, policies, and procedures.

Coordinate personnel, communications, and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals, and objectives; ensure proper and timely resolution of food service issues, conflicts, and discrepancies.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; provide or coordinate staff training.

Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; respond to staff input concerning Department needs; oversee the development and implementation of policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of the Department.

Provide consultation to personnel, outside agencies, and the public concerning food service operations, activities, and related functions; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related laws, standards, requirements, practices, goals, objectives,

rules, regulations, policies, and procedures.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files, and reports related to food service operations, menus, inventory, equipment, personnel, policies, budgets, financial activity, and assigned duties; compute statistical information for various mandated reports; ensure mandated reports are submitted to appropriate governmental agency according to established timelines.

Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment, and supplies; direct the receipt, storage, and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies.

Plan, organize, and direct food service cashiering and accounting functions; ensure proper distribution, collection, and marking of lunch tickets; review and verify accuracy of receipts and transactions; prepare, receive, and verify bank deposits; review subordinate records, reports, receipts, and transport sheets for accuracy and completeness; identify and resolve discrepancies.

Coordinate and direct activities and personnel to ensure food service facilities, equipment, and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.

Implement programs to provide food service for special school-related and community events and occasions; coordinate and direct the development of new foods and other products.

Develop and implement weekly menus according to established portion control and recipe guidelines and health and nutrition requirements; calculate and adjust recipes for new menu items as directed; coordinate and direct catering functions for special school events as needed.

Provide technical information and assistance to the administrator regarding food service activities, needs, and issues; assist in the formulation and development of policies, procedures, and programs; maintain current knowledge in child nutrition management and within nutrition education; assist administrators in the development of public information programs.

Communicate with students, staff, and various outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns.

Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; develop, implement, and conduct departmental in-services as directed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution, and selling of food items.
Methods of adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to preparing, handling, and serving food.
Principles, theories, and practices of child nutrition, food values, food combinations, economical substitutions, and menu planning.
Inventory practices and procedures including storage and rotation of perishable food.
Quality and portion control techniques.
Applicable local, State, and federal laws, codes, ordinances, regulations, policies, and procedures.
Technical aspects of field of specialty.
Food service organization operations, policies, and objectives.
Principles and practices of administration, supervision, and training.
Budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, control, and direct food service operations and activities.
Coordinate personnel, communications, and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.
Ensure proper and timely resolution of food service issues, conflicts, and discrepancies.
Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment, and supplies.
Provide consultation concerning food service operations and activities.
Develop and implement menus in compliance with portion guidelines and nutrition requirements.
Organize, direct, and ensure the accuracy of food service cashiering and accounting functions.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work effectively, both independently and as a part of a team.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records, and files related to assigned activities.
Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in foods, nutrition, institutional administration, or related field and five (5) years of responsible experience in food service including three (3) years of food service experience at the supervisory level.

LICENSES AND OTHER REQUIREMENTS:

Valid nationally recognized Professional Food Safety Manager Certification.

Must possess a valid ServSafe certification

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

The majority of work is light to medium and may require lifting or moving up to 25 pounds.

HAZARDS:

Exposure to hot ovens and cold freezers.

Sharp objects.

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 7/92; Rev. 3/93; Rev. 11/99; Rev and reallocated (Ewing) 6/13

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025