

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Director of Child Nutrition Services  
**DEPARTMENT:** Child Nutrition Services  
**FLSA:** Exempt  
**Revised:** August 2022

**REPORTS TO:** Chief Business Official  
**CLASSIFICATION:** Management (12 month)  
**SALARY:** Management Salary Schedule  
**Board Approved:** August 2022

**BASIC FUNCTION:** Under the direction of the Chief Business Official, plans, organizes, and directs the Child Nutrition Services (CNS) Department of the District; develops and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations; supervises and evaluates the performance of assigned staff; and committed to teamwork, collaboration, and cross-training to provide optimum services for students, staff, and community.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Directs and manages the district wide nutrition service program for the purpose of ensuring effective nutrition service operations, and district compliance with state, federal and/or county regulations and district policies and procedures.
- Develops, revises, and implements Districtwide policies and procedures to assure compliance with federal, state, and local laws and regulations.
- Inspects food production, storage and serving areas for the purpose of ensuring healthful and sanitary conditions.
- Assures that nutritional content complies with applicable state and federal nutrition standards.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and implements transfers and reassignments; recommends termination and disciplinary actions.;
- Trains and monitors the training of all nutrition services employees for the purpose of ensuring and exceptional food service program.
- Develops and prepares the annual budget for the District's CNS Program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established guidelines.
- Monitors fund balances of assigned programs and related financial activities for the purpose on ensuring that allocations are accurate, related revenues are generated, and expenses are within the budget.
- Identifies present and future requirements for the District's CNS Department; develops long-term and short-term goals that are aligned with federal and state regulations.
- Directs the development of food and equipment specifications, procurement requirements, and the testing of new food service products, supplies, and equipment, coordinates procurement, warehousing, and applicable inventories.
- Directs the training, supervision, and management of meal preparation and services; establishes and maintains sanitation, quality, and nutritional standards.

- Directs the food and nutrition program cost accounting controls to permit appropriate financial reporting; directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to food service and operations.
- Provides technical expertise, information, and assistance to the Chief Business Official regarding assigned functions; assists as needed in the formulation and development of policies, procedures, and programs.
- Directs the identification of maintenance requirements for the District's food service facilities and equipment; coordinates the completion of services with the District's Facilities Department.
- Consults in the development of kitchen and cafeteria plans for new and remodeled facilities.
- Communicates and collaborates with other administrators, District personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts; exchanges information.
- Readily on-call to respond in a timely manner and support district and school needs by request of the Superintendent, Cabinet and management team members.
- Attends a variety of meetings to maintain current knowledge of nutritional requirements, legal codes, and related requirements; conducts and facilitates meetings.
- Performs other related duties as assigned

#### **MINIMUM QUALIFICATIONS:**

##### **KNOWLEDGE AND SKILLS**

- Knowledge of laws, codes, regulations, policies, and procedures related to nutrition services.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Kitchen planning and large food service equipment.

##### **ABILITY TO:**

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.
- Ability to work in partnership and collaboratively with the Superintendent, Cabinet and the management team.
- Establish and maintain positive, cooperative, collaborative, and effective, trustworthy and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community, and others.
- Exceptional problem solving skills to ensure the peaceful and smooth operations of the department and district.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
- Extensive relevant knowledge and five years of increasingly responsible experience in areas such as institutional food service operations, management, business, and/or nutrition education.

**CERTIFICATIONS/LICENSES:**

- ServSafe Food Handler Certification required.
- Valid California driver's license and availability of a private vehicle.

**DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)
- Four years or more of supervisory or management experience
- Registered Dietitian License

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions. Work locations may include a variety of schools, district facilities, and out of district settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. Ability to work in numerous and various school and district facility settings on a daily basis.