JOB DESCRIPTION

San Leandro Unified School District

Director, Food & Nutrition Services

Purpose Statement

The job of Director, Food & Nutrition Services is done for the purpose/s of directing food and nutrition programs and services; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing information and serving as a resource to others.

This job reports to Assistant Superintendent - Business and Operations

Essential Functions

- Administers and complies with rules pertaining to a variety of mandated programs (e.g. ADE and USDA regulations, National School Lunch Program, School Breakfast Program, Summer Food Service Program for Children, USDA donated food program HACCP standards, etc.) for the purpose of operating an efficient and successful food service program within safety rules and regulations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining, services and programs.
- Develops and implements a system for collecting, analyzing, comparing and reporting cost for each school operation for the purpose of evaluating cost-effectiveness of each program.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. best practices in the preparation and serving of large quantities of food, preparing balanced/appetizing menus for children of all ages, catering district meetings, operating an employee deli, estimating quantities of food needed and purchased economically, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Implements and monitors a process for identifying economically needy students for the purpose of maintaining confidentiality and expediting the receipt of meals in accordance with federal, state and district policies.
- Inspects kitchens and cafeterias for the purpose of ensuring healthful and sanitary conditions.
- Manages a wide variety of programs and related activities (e.g. staffing formulas, MySchoolBucks and NutriKids reports, labor allocations, student satisfaction, financial policies and procedures, inventory control of food and supplies, reconciliation of bank deposits and commodity purchases, selling prices recommendations, etc.) for the purpose of ensuring district compliance with state, federal and/or local regulations.
- Monitors budget allocations, expenditures, contractual agreements, fund balances and related financial activities for the purpose of ensuring that allocations are accurate,

revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Participates as a member or facilitator in meetings, advisory committees, workshops and seminars that frequently involve a range of issues (e.g. operational procedures, financial processes, goals attainment, problem resolution, personnel and staffing, professional development, etc.) for the purpose of identifying issues, developing recommendations, providing information on policies and procedures, conducting training, gathering information, supporting other staff and serving as a district liaison.
- Presents information to district personnel and public community groups (e.g. food service goals and activities, budget overviews, accounting processes, distribution formulas, new regulations, etc.) for the purpose of communicating information, gaining feedback, involving the community and ensuring adherence to established internal controls.
- Procures and coordinates maintenance of food service equipment for the purpose of ensuring equipment is in safe and working order.
- Researches a variety of topics (e.g. new products, nutrient analysis of foods served, safety and health requirements, laws, regulations, food and equipment markets, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to issue involving staff, conflicts in polices and regulations, community concerns, parental request that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises department functions including hiring/termination/promotion recommendations, planning/scheduling/coordinating activities, training, advising, consulting, participation in formal grievance process, etc for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data; conducting interviews; conducting meetings; enforcing rules and regulations.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis; health standards and hazards.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience	Job related experience within a specialized field with increasing levels of responsibility is required.
Education	Bachelor’s degree in job-related area.
Equivalency	Any combination of USDA approved equivalency options combining approved degrees, experience, and/or certificates.

Required Testing	Certificates
Pre-Employment Proficiency Test	Food Handlers/SafeServ Certificate

Continuing Educ./Training	Clearances
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance TB Screen Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Approval Date	Salary Range
Exempt	Pending: 8/21/18	20