

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SCHOOL NUTRITION DIRECTOR

DEFINITION: Under the direction of the superintendent or designee, plans, organizes and directs the district Child Nutrition Program according to policies and procedures, and federal/state requirements. Supervises and trains food service personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value.

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

- Implements a customer service driven philosophy with education partners such as administrators, teachers, parents, and students that focuses on nutrition, nutritional education, value, and satisfaction
- Establishes a program that supports healthy food habits consistent with the District Student Wellness Policy and Regulations
- Establishes quality standards for the presentation and service of food
- Maintains high standards of sanitation and safety
- Maintains an efficient and cost effective food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel
- Maintains records of income and expenditures, food supplies, personnel and equipment
- Develops, trains, and integrates employee safety regulations into all phases of the school food service operation
- Establishes and maintains the program budget while maintaining financial objectives and goals for the food service program
- Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures
- Enforces federal/state regulations regarding nutritional standards, reports, and records
- Prepares and maintains all records for required audits and reviews
- Oversees the administration of the district's free and reduced price meals program according to federal regulations
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Food service program requirements
- Quantity food production and serving techniques, food safety/sanitation requirements and procedures
- Food service program finances
- Technology used in the maintenance of an efficient food service program; Computers and computer record keeping programs

POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued

Ability to:

- Interpret a nutrient analysis spreadsheet and develop menus in compliance with policies and regulations
- Maintain records and complete reports, including web-based reporting
- Use public relations techniques to promote the food service program to children, school personnel and the public
- Read, write and understand the English language
- Learn quickly, work independently, and carry out oral and written instructions
- Communicate in writing for the purposes of composing the required reports and other correspondence
- Communicate and work with the media and stakeholders to publicize the nutrition integrity of school meals
- Work as an effective team leader within the district and with vendors
- Work with others integrating nutrition education into other core subject areas

EDUCATION AND EXPERIENCE:

- Education and experience equivalent to graduation from an accredited four-year college or university in food service management, nutrition or a closely related field and a minimum of three years of professional level experience in food service management is required. OR a combination of three years of experience in a similar role, education, and supplemental coursework may be substituted for the degree
- Three years of successful experience in food service management; experience in schools is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading laws and codes, rules and policies, and other related matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Bend, twist, kneel and/or stoop
- Lift and carry up to 50 lbs
- Operate kitchen equipment
- Work rapidly and use both hands to prepare food
- Reach in all directions
- Think clearly and rationally to solve problems

WORKING CONDITIONS:

- Outdoor and indoor working environments; subject to bending, crouching, and kneeling in confined spaces such as cabinet areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of sitting/standing/walking

POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued

LICENSE OR CERTIFICATES:

- Valid Certification of the National Registry of Food Safety Professionals having completed and passed the Food Safety Manager Certification Examination
- Valid California Driver's license
- Valid CPR/First Aid certification desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Date of Board Adoption: June 15, 2006