

SANTEE SCHOOL DISTRICT

DIRECTOR OF CHILD NUTRITION

DEFINITION

Under direction of the Assistant Superintendent of Business Services, plan, organize, direct, and administer a child nutrition program in an educational system according to the policies approved by the Board of Education. Responsible for program planning, resource allocation, design of food service facilities, administration of child nutrition system, consultation and advisement to school officials and active participation in a program of nutrition information to students.

EXAMPLE OF DUTIES

1. Plans, organizes and supervises the activities of the central kitchen and all school serving kitchens.
2. Prepares menus to assure serving of nutritious and attractive food, utilizing such low-cost products as are specially available to school districts.
3. Establishes standards for and reviews quality of foods served.
4. Purchases and authorizes payment for all foods and supplies.
5. Oversees the storage and distribution of foods, supplies and equipment.
6. Keeps abreast of government agency policies and programs related to school food services.
7. Advises regarding District participation in such programs.
8. Implements programs.
9. Analyzes cost figures and recommends prices to be established for foods.
10. Recommends departmental budget.
11. Establishes operating procedures for all kitchens.
12. Oversees training of all food services employees in the preparation, cooking and handling of food, and the following of accounting procedures.
13. Supervises the maintenance of all kitchens and the arrangement of and selection of equipment.
14. Assists in the interviewing and screening of applicants.
15. Consults with school principals regarding aspects of the food service program.

QUALIFICATIONS GUIDE

Knowledge of:

Principles and methods of large-scale food services management. Nutrition, food values, food combinations and economical substitutions. Cooking equipment.

Ability to:

1. Plan, direct and supervise a large school food services program.
2. Train and supervise personnel.
3. Prepare specifications and analyze bids to determine the most advantageous quality and cost.
4. Prepare reports and budgets.
5. Understand, carry out and give oral and written instructions.
6. Establish and maintain cooperative relationships with those contacted in the course of work.

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Training and Experience:

Completion of a Bachelor's Degree with specialization in dietetics or a closely related field; four years of increasingly responsible leadership experience in institutional or commercial quantity food service operations; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Characteristics:

Good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

Physical Ability:

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

Working Conditions:

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing.

BOARD ADOPTED: April, 1983

REVISED: August 17, 2010