

Director, Nutrition Services and Programs

Definition

The Director, Nutrition Services and Programs (Director, NSP) will oversee all aspects of the District nutrition programs and operations. The position includes administering, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children. The Director, NSP will partner with others in the District and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The Director, NSP is responsible to support healthy food habits while maintaining program integrity and customer satisfaction, and will provide technical staff assistance to the Chief Business Officer, and do other work as required.

Essential Duties and Responsibilities

- Establishes quality standards for the presentation and service of food;
- Implements a Districtwide customer service driven philosophy that focuses on value and satisfaction;
- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment;
- Develops and integrates employee safety regulations into all phases of the District nutrition services operation;
- Establishes procedures and policies for risk management;
- Establishes measurable financial objectives and goals;
- Manages the Nutrition Services Department using appropriate financial management techniques;
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies;
- Develops procedures to ensure the food production system provides safe and nutritious food of high quality;
- Ensures operational procedures for efficient and effective food production and distribution;
- Implements a cost-effective procurement system;
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, District needs, policies, and nutrition objectives;
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management;
- Ensures compliance with all local, state, and federal laws, regulations, and policies;
- Provides technical assistance and training for District nutrition services personnel, school administrators, and other school support staff;
- Develops guidelines for providing services in response to disaster or emergency situations;

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations;
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the nutrition services program;
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs;
- Employs management techniques to maintain an effective and efficient program;
- Develops short and long term goals through strategic planning for the District Nutrition Services program that supports the philosophy and policies of the Board of Education;
- Implements policies and procedures to ensure effective program operation;
- Develops a long-range program for establishing professional status for Nutrition Services' role in the education community;
- Reviews current research information to determine health and nutrition-related trends and management developments;
- Develops innovative program changes and expansions;
- Implements personnel policies and procedures according to local, state, and federal regulations and laws;
- Develops job performance standards that provide for performance improvement;
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification;
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances;
- Establishes standards for the professional development of department personnel;
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow;
- Determines equipment needs and specifications consistent with program needs and budget;
- Develops and implements policies and procedures to ensure environmental responsibility;
- Establishes a waste management system that is effective, economical, and environmentally safe;
- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and the community;
- Conducts an on-going evaluation of the marketing plan;
- Communicates program information to encourage and secure support for the District food and nutrition program from the Board of Education, administrators, faculty, students, parents, and the community;
- Implements a plan for providing nutrition services for special functions consistent with Board of Education policies;
- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation;
- Trains staff to use computer technology in individual school sites to improve management techniques;
- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories;

- Establishes role of Nutrition Services as a resource for expertise in the development and presentation of nutrition education materials and activities;
- Performs and directs job related proficiency with the highest ethical integrity;
- Performs and directs with a commitment to promote a quality Nutrition Services program that meets the nutritional needs of the customers served;
- Performs and directs with an overall nature that is committed to the goals and visions of the District;
- Performs and directs appropriate communication skills with the customers served;
- Acts as liaison with District sites and departments, contractors, and federal and state regulatory agencies.

Qualifications

Required Qualifications

- Possession of a valid California driver's license and driving record sufficient to maintain insurability by the District's carrier at standard rates;
- Graduation from an accredited college or university with a related bachelor's degree;
- Three years of experience in an administrative or supervisory capacity with significant responsibility in the area of safety, workers' compensation, loss prevention, or a related field.

Desired Qualifications

- A Master's Degree in a related field is highly desired;
- Three years of experience in responsible charge of food preparation and serving in a public institution or large commercial establishment, including experience in volume production planning and service with responsibility for at least 1,000 meals per day.

Knowledge of

- Procedures and equipment used in quantity food production and distribution;
- Principles of nutrition, safety, sanitation, food preparation, and storage;
- Methods and principles for effective personnel management and supervision;
- Principles and practices of business and public administration related to business systems, procedures, fiscal management, staffing, and marketing;
- Basic application of computer technology in the gathering and dissemination of information;
- Principles, trends, methods, and procedures related to safety, occupational health, risk management, loss prevention, and workers' compensation.

Ability to

- Provide technical direction and general supervision over the food service programs and personnel;
- Plan, organize, and analyze all phases of food service operations, including food purchase, preparation, service, transport, and storage;
- Develop operating procedures and policies;
- Supervise, train, and evaluate assigned staff;
- Maintain fiscal controls and accountability;

- Prepare written reports, policies, regulations, proposals, bid specifications, and correspondence;
- Present oral reports when required;
- Analyze problems presented by laws, systems, and procedures, and implement or recommend solutions;
- Collect, investigate, and analyze data;
- Understand and interpret laws, rules, and regulations;
- Supervise and direct the work of subordinate staff and supervisors;
- Establish and maintain effective working relationships;
- Work independently.

This position will be paid on the Classified Management Salary Schedule, Range 236 (\$10,025 - \$12,192 monthly, 12 months)