

## Sweetwater Union High School District

### DIRECTOR OF NUTRITION SERVICES

#### Purpose Statement

The job of Director of Nutrition Services is done for the purpose/s of planning implementing, directing and maintaining the district's nutrition service programs; ensuring that departmental work goals are met; complying with state and federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources.

#### Essential Functions

- 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.
- Inspects food production, storage and serving areas for the purpose of ensuring healthful and sanitary conditions and maintaining compliance with local, state and federal regulations.
- Develops and implements standards for efficient, sanitary and nutritious food service for the purpose of ensuring quality and quantity of nutrition service and preparation.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Develops long and short range plans/programs for the purpose of expanding the department program and/or ensuring that district resources are effectively utilized.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Trains and monitors the training of Nutrition Service Supervisors and other nutrition service employees for the purpose of ensuring an exceptional food service program.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Collaborates with others (e.g. district personnel, other district personnel, regulatory agencies, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Designs nutrition education efforts for the purpose of enhancing learning and health as defined by District health curriculum.
- Researches equipment and facilities for new and renovated schools for the purpose of assuring safe, high quality food and providing flexibility for future needs.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

### **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 skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in commercial food preparation; operating standard office equipment; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to oversee departmental budget; 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 required to satisfactorily perform the functions of the job includes: principles of effective nutrition planning; accounting/bookkeeping principles; concepts of grammar and punctuation; health standards and hazards; quantity cooking; safety practices and procedures; and employer-employee relations and contract administration.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a 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 diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; managing and working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and determining the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Bachelor's degree from an accredited college or university with major course work in business administration, hotel and restaurant management, or related field. Six years of increasingly responsible experience in commercial or industrial food preparation and service, including food service supervisory or management experience.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Manager's Training Certificate issued by the Department of Public Health  
Food Handlers/SafeServ Certificate

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*