

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Nutrition Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1907	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Chief Business Officer	<b>HR APPROVAL:</b>	04-25-13

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**BASIC FUNCTION:**

Promote and protect children’s health and well-being and ability to learn by supporting healthy eating habits; provide leadership and vision to bring about innovative and collaborative practices to the National School Lunch Program. Manage nutrition services and ensure fiscal awareness/accountability; locate and allocate resources to enhance the school nutrition program; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan Organize, control and direct a variety of programs and activities related to Nutrition. Improve processes while managing costs; assure compliance with regulatory agencies, guidelines and policies. **E**

Work collaboratively with other departments within the district to create and implement a holistic approach to student nutrition, nutrition education, and farm-to-table awareness. **E**

Oversee the development, implementation and revision of all Nutrition Service activities, procedures, processes to assure smooth and efficient delivery of services, encourage effective management controls and compliance with laws, policies and regulations. **E**

Direct and oversee the preparation of specifications for advertised bids, the analysis of received bids and recommendation of contract awards to the Board of Education. **E**

Establish high standards for quality of food and menu development to provide students and adults with access to a variety of affordable, nutritious, and appealing foods that meet health and nutritional needs and promote environmental sustainability. **E**

Monitor operating performance, Facilitate problem resolution and direct efforts to achieve continual improvement in service quality. **E**

Assure compliance with regulatory agency guidelines and policies; visit school and central production kitchens and assure compliance with applicable local, state, and federal guidelines; ensure that staff maintains appropriate certifications. **E**

Provide technical expertise, advice, information and assistance to assigned supervisor regarding their assigned functions, unusual trends or problems and recommend appropriate corrective action. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, vendors, regulatory agencies, other public agencies, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism; work with community groups, media, and legislators to increase understanding and support for the program. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Collaboratively develop, implement, and update internal nutrition procedures and processes to assure smooth and efficient delivery of services, encourage effective and efficient management controls, and compliance with laws, policies, and regulations. **E**

Develop and implement long and short-term plans and activities designed to enhance innovative programs, services, and healthy food choices; perform program analysis, and make changes as appropriate. **E**

Direct the preparation of the annual budget for Nutrition Services. Analyze and review budgetary financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct and oversee the development of food and equipment specifications, procurement requirements, and the testing of new food items, products, supplies, and equipment; coordinate procurement, warehousing, and applicable inventories; supervise the storing and maintenance of supplies, furniture, and cafeteria foods. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance to staff, district personnel and the public; maintain current knowledge of legislation, legal codes and regulations. Execute special assignments. **E**

Direct the preparation of a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities and operations. Operate a computer. **E**

Supervise, evaluate and hold accountable the performance and professionalism of assigned staff; interview and select employees, recommend transfers, reassignments, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the department annual budget; analyze and review budgetary and financial data; ensure the appropriate use of categorical funds and restrictions; monitor and authorize expenditures in accordance with established guidelines; resolve billing issues. **E**

Oversee nutrition services activities and special functions including conferences, dinners, and banquets. **E**

Provide for maintenance of nutrition equipment and vehicles; plan for replacements as needed; coordinate surplus property disposal activities. **E**

Formulate and develop department policies, procedures, and programs to assure an economical, safe, and efficient work environment; perform strategic planning duties. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned services, activities, and operations; submit reports to appropriate departments and agencies to assure state and federal expense reimbursements; operate a computer. **E**

Conduct and facilitate a variety of meetings and workshops; maintain current knowledge of legislation, legal codes, and requirements that relate to assigned duties. **E**

Seek funding opportunities to enhance the school nutrition program. **E**

Perform related duties as assigned. **E**

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in dietetics, nutrition, hotel and restaurant management, business or public administration, or related field, and three years increasingly responsible supervisory experience in school nutrition. Experience working with the National School Lunch Program and California Department of Education Lunch Program guidelines is required.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide a personal automobile and proof of insurance. Preference will be given to Registered Dietician with the American Dietetic Association.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization, control, and management of the nutrition services of the district.  
Nutritional and dietary requirements of school-aged children.  
Sanitation and safety practices related to cooking and serving food.  
Federal and state regulations for Child Nutrition Program.  
Food service and commodity purchasing and procurement principles, practices, and procedures.  
District organization, operations, and objectives.  
Applicable laws, codes, regulations, policies, and procedures.  
Appropriate use of categorical funds and restrictions.  
Budget preparation and control.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and related software.  
Health and safety regulations.

#### **ABILITY TO:**

Plan, organize, control, and manage the nutrition services of the district.  
Locate and allocate resources.  
Purchase quantity items and services economically, efficiently, and in accordance with established policies, procedures, and guidelines.  
Assure that food items are prepared, served, and stored properly.  
Assure compliance with health and sanitation requirements, as well as applicable state and federal regulations.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately, and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work to meet schedules and timelines.  
Maintain current knowledge of  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to inspect nutrition service kitchens, read documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.