

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Nutrition Services, Central Kitchen, and Distribution Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	N/A	FLSA:	Exempt
JOB CLASS CODE:	9792	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 23 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Business Services	CABINET APPROVAL:	07-12-2021

BASIC FUNCTION:

Plan, organize, and direct the operational, nutritional and administrative functions of the Nutrition Services Department for all district school sites, applicable charter school sites, the Districts central kitchen, the Districts warehouse and foodservice purchasing and distribution; assure compliance with applicable United States Department of Agriculture (USDA) and California Department of Education (CDE) regulations; and train, manage and evaluate the performance of assigned personnel.

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, direct, manage and oversee all activities in Nutrition Services Department, District Warehouse, and Central Kitchen Operations that meet the goals and objectives of the District. **E**

Direct, manage, and oversee the performance of assigned personnel; interview and select employees, recommend transfers, reassignments, termination, and discipline staff according to District policies, procedures, and bargaining agreements; and coordinate and plan required professional standards training for Nutrition Services and Warehouse personnel. **E**

Develop, implement, and update department's processes and procedures to assure compliance with USDA, CDE, state regulations, and District policy. **E**

Establish ongoing continuous improvement in the department's Farm to School program; maximize locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District whenever practicable to enhance the taste, quality, and nutritional content of our school meals; and support the Farm to Fork efforts of the Sacramento region. **E**

Direct department's safety programs to safeguard all staff in personal safety and accident prevention. **E**

Ensure compliance with food safety policies and procedures for Hazard Analysis Critical Control Point (HACCP) and California Retail Food Code (Cal Code) for all food in the supply chain from delivery, transport, storage, food preparation, and service for the District Warehouse, Central Kitchen, and school site kitchens. **E**

Direct, review, and monitor all purchasing and bids for Nutrition Services including food, equipment, supplies, vehicles, and other related expenses per USDA procurement regulations and make recommendation of contract awards to the Board of Education. **E**

Prepare and administer the food services budget including revenue projections and control of expenditures in accordance with good financial management principals; analyze and review budgetary and financial data and provide oversight and fiscal accountability for a sustainable meal program. **E**

Direct and monitor recipe development and testing, meal forecasting, institutional food production, food packaging, logistics, and distribution for District's Central Kitchen to ensure exceptional execution of a variety of high quality, nutritious, and appealing meals that meet the health and nutritional needs of our students so they are better able to learn and to meet or exceed USDA meal pattern regulations. **E**

Collaborate with Health Services and other District departments in providing leadership and guidance on the Districts Student Wellness Policy. **E**

Direct warehouse operations, logistics, and distribution to ensure efficiencies, reduce carbon footprint, and ensure a safe food supply chain; oversee warehouse perpetual inventory records and District mail delivery. **E**

Monitor and evaluate the efficiency and effectiveness of District's warehouse services, delivery methods, warehouse controls and procedures. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to state and federal agencies expense reimbursements. **E**

Model, communicate, and enforce federal, state, and District standards of ethics and professionalism. **E**

Conduct and facilitate a variety of meetings and workshops; compose memos, procedure manuals, handbooks and related materials. **E**

Communicate and collaborate with other administrators, District personnel, outside community organizations, vendors, regulatory agencies, other public agencies, and contractors to coordinate activities and programs that enhance student health and nutrition, food literacy, and farm to table awareness. **E**

Respond to and resolve difficult and sensitive parent and student inquires and complaints. **E**

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

Provide a positive climate of customer service, interaction, and communication for our students, District staff, families, and our community. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in dietetics, nutrition, institutional food services, business or closely related field and five years of management and or supervisory experience in school foodservice operations.

LICENSES AND OTHER REQUIREMENTS:

Hold a current ServeSafe Food Manager Certificate; valid California driver's license, and provide a personal automobile and proof of insurance and require at least 12 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, control, and management of the nutrition services department, warehouse and logistics in distribution of goods and supplies, and operations for a large institutional central kitchen.

- Nutritional and dietary requirements of school-aged children per USDA.
- Pertinent food sanitation health, and safety regulations including HACCP food safety system.
- Applicable knowledge of USDA and CDE regulations related to the National School Lunch, School Breakfast, After School Snack, At Risk Supper, and Child and Adult Care Food Programs.
- Food service and commodity purchasing and procurement principals, practices, and procedures per USDA and CDE regulations.
- Applicable knowledge of USDA's school meals eligibility guidance and required annual verification process.
- Budget preparation, management and oversight for various school nutrition funds.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
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- Methods of computing food and labor cost controls.
- Strategic planning and project management techniques.
- Institutional food service methods and trends.
- Collective Bargaining Agreements
- Efficient Warehouse practices
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Plan, organize, control, and manage the nutrition services of the District.
- Communicate effectively both orally and in writing.
- Understand and follow complex oral and written instructions and complete assignments in an independent manner.
- Locate and allocate resources.
- Manage, evaluate, train, and direct the performance of assigned staff members.
- Analyze operational problems and recommend and implement program improvements.
- Research, analyze, compile, maintain statistical records, and prepare comprehensive statistical reports, analyses and recommendations.
- Maintain confidentiality as appropriate.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well within a team setting.
- Meet District standards of professional conduct as outlined in Board Policy.
- Detail oriented with time management and organizational skills.
- Interpret, apply, and explain rules, regulations, policies, and procedures.

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; and lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans.
(Former Classification: Director II, Nutrition Services)