

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Director of Nutrition Services
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrative Professionals Association

SUMMARY:

The Director of Nutrition Services plans, organizes, supervises, coordinates, and manages the activities and operations of the district's food services program; participates in and oversees the cooking, preparation, storage, distribution, sales, and serving of a variety of foods in the central kitchen and at satellite schools. Employees in this classification receive indirect supervision within a framework of established guidelines. Employees in this classification supervise and evaluate the work of others. This job class is responsible for the day-to-day operations of the food services program/facilities in providing nutritionally sound meals to students within the constraints of an annual operating budget. This job class requires a high level of organizational and supervisory skills and designated specialized knowledge related to the preparation and serving of large quantities of food.

Carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints and resolving problems.

SUPERVISOR:

This position reports directly to the Deputy Superintendent, Business and Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Organizes, supervises, and coordinates the activities and operations of a nutrition services production center and satellite schools, meeting established quality control standards.
2. Organizes and supervises the preparation of food in large quantities for on and off-site serving in accordance with prepared menus.
3. Establishes and implements nutrition services policies and procedures for assigned operations. Develops and administers an annual operating budget for nutrition services. Monitors performance against budget to ensure efficient operation and that expenditures stay within budget limitations.
4. Computes, estimates, and orders proper quantities of food stuffs, supplies, and other equipment needed for efficient nutrition services operations.
5. Plans and evaluates menus following established guidelines. Makes nutritionally equivalent substitutions as needed.
6. Trains, assigns, supervises, and evaluates the work of assigned subordinate personnel and student assistants.
7. Investigates and resolves food quality and service complaints.
8. Ensures that food items are properly stored, cooked, distributed, and served in a safe, sanitary, and timely manner.

9. Purchases and receives food/supplies deliveries; inspects deliveries for proper quantity and quality. Takes corrective action when needed.
10. Prepares and maintains a variety of nutrition services related records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets, and production reports.
11. Ensures that work sites are maintained and operated in a safe and sanitary manner; trains assigned staff in appropriate health and safety regulations; monitors work conditions and procedures at all times, and submits work orders for needed maintenance and repairs.
12. Monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines.
13. Organizes and provides special nutrition services upon request.
14. Performs related duties as required.

KNOWLEDGE OF:

- The proper procedures, methods, and equipment used in the ordering, storing, preparation, cooking, packaging, and distribution of large quantities of food for institutional nutrition services operations.
- Methods of computing food quantities required by prescribed menu.
- The safe and proper use of equipment, machines, and utensils used in large quantity food preparation operations.
- The proper sanitation and safety requirements pertaining to food preparation and cafeteria operations.
- The principles and practices of supervision and training.
- Budget preparation and administration.
- Proper record keeping and inventory reporting methods.

ABILITY TO:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Plan, organize, direct, and coordinate a school nutrition services operation.
- Understand and carry out both oral and written instructions in an independent manner.
- Prepare and cook a variety of foods in large quantities.
- Direct and coordinate the timely and efficient distribution of large quantities of prepared meals/food items to other locations.
- Train, supervise, and evaluate the work of subordinate personnel and student helpers.
- Communicate effectively in both oral and written forms.
- Analyze situations and make decisions in procedural matters without immediate supervision.
- Perform mathematical calculations accurately.
- Maintain accurate records and prepare reports.
- Plan for and accurately estimate the appropriate amounts of food and other resources needed for future use.
- Properly and safely operate and maintain a variety of food preparation equipment such as ovens, ranges, slicers, mixers, choppers, etc.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION:

A Bachelor's degree or equivalent educational experience with academic major in specific areas: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or a Bachelor's degree in any academic major and at least five (5) years of experience in management of a school nutrition program; or a Bachelor's degree in any major and State recognized certificate for school nutrition program directors.

EXPERIENCE:

Five years related experience including two in supervision; or equivalent combination of education and experience.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Medical Category II.

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Revised Date: October 25, 2014

Adopted Date: March 7, 2018

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, and mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment