

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR II, FOOD AND NUTRITION SERVICES

DEFINITION

Under general direction of the Assistant Superintendent, Fiscal Services, the Director II, Food and Nutrition Services supports the educational programs of the District by directing and managing the day-to-day operation and oversight of the District's Food and Nutrition Services Department.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Direct, plan and organize the district's nutrition programs to provide specialized food services and healthy meals daily to students ensuring compliance with all required state and federal agency guidelines, rules and regulations.
2. Develop and implement department policies, practices and standards accordingly to District and school objective ensuring nutritional quality and compliance with health requirements.
3. Plan and evaluate breakfast and lunch menus following established guidelines and patterns.
4. Direct the development of food and equipment specifications, procurement requirements, and the testing of new food service, products, supplies, and equipment.
5. Establish guidelines for menu planning.
6. Meet with and may address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations to disseminate information regarding the district's food service program.
7. Evaluate trends in school lunch sales and costs and make improvements based on available data.
8. Collaborate with District staff, school site staff and vendors to implement improvements in operations.
9. Direct the training, supervision, and management of meal preparation and service personnel.
10. Consult in the development of kitchen and cafeteria plans for new and remodeled facilities.
11. Conduct training of Food Service Supervisors to develop work schedules and production standards, prepare quality meals and understand and use record keeping and ordering systems in accordance with district direction.
12. Plan, schedule and coordinate special events which use cafeteria facilities.
13. Prepare a variety of food service records and reports.
14. Conduct staff meetings and related training to promote alignment and continuity of curriculum and identify and encourage leadership potential.
15. Participate in budget planning activities, and develop expenditure review and control procedures to ensure fiscal solvency.
16. Direct, supervise, observe, assess, and evaluate site personnel performance ensuring all staff members adhere to District, state and federal educational and professional standards.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.

EXAMPLES OF DUTIES (Continued)

18. Confer with site personnel in resolving rights disputes which may include conducting formal hearings.
19. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles and methods of large-scale food service management; modern production kitchen equipment, practices and meal preparation methods; state school student nutrition programs; sanitation and employee safety regulations; equipment utilization, maintenance and repair; foods, products, and food preparation methods; financial record keeping procedures.

Ability to: Direct the functions and activities of a Food and Nutrition department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; plan and administer a large scale food program; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of progressively responsible professional experience in a large scale food service production facility including three years of successful experience in a management or supervisory position. Experience in a public sector or educational environment preferred.

License: Valid ServSafe Certificate and a valid California Driver's License.