

## **DIRECTOR, NUTRITION SERVICES**

### **DEFINITION**

Under general direction of the Associate Superintendent of Business Services, plans, organizes, and directs the District Nutrition Services Program, including school lunch, breakfast, and special nutrition service offerings; plans, organizes, and implements operational procedures assuring cost effectiveness and compliance with District, state and federal requirements, regarding nutrition, sanitation, safety and record keeping; serves as a resource to District personnel and the educational community concerning nutritional education and appropriate child dietary needs; performs other related duties as assigned and/or required.

### **ESSENTIAL DUTIES**

plans, organizes, coordinates, and directs the District nutrition service program, including the management of the central kitchen and satellite serving and preparation of kitchen operations  
plans, organizes, develops, and implements policies and operational procedures which ensure adherence to District, State, and Federal policies, regulations, and guidelines pertaining to an effective and efficient nutrition service program  
supervises and evaluates the performance of assigned personnel  
plans, organizes, and coordinates the preparation and dissemination of State and Federal required school lunch and breakfast related reports  
establishes and maintains standards for quality and quantity control, cleanliness, and sanitation  
monitors and evaluates the purchase, receiving, storage, and distribution of food and nonfood items, supplies, materials, and equipment  
assures purchasing activities comply with applicable statutes, regulations, and policies  
plans, organizes, manages, and directs the nutrition service warehouse and storage of perishable and non-perishable supplies, materials, and commodities  
plans, organizes, and conducts personnel in-service and orientation training programs  
confers with and advises site and District personnel and members of the school community regarding nutrition service problems, issues, and concerns, and recommends alternative problem solutions

drives to and from food service facilities to inspect, monitor, and audit nutrition service operations

**QUALIFICATIONS**

**Knowledge of:**