

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

JOB DESCRIPTION

TITLE: Director of Child Nutrition Services ~~Director~~

CLASSIFICATION: ~~Classified~~ LMA

REPORTS TO: Assistant Superintendent ~~of Business Services~~ or Deputy Superintendent

BASIC FUNCTION:

Under administrative direction, to plan, organize and direct the district child nutrition services program with fiscal responsibility; to train personnel; and to do related work as required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Supervises and directs the district ~~food~~ Child Nutrition sService program in conformance with Federal and State regulations and school district policies during the regular school year and summer school.
- Direct the preparation and control of the annual budget for the Child Nutrition Fund 13, ensure efficient and economical operation of ~~the~~ all ~~food-service~~ Child Nutrition programs.
- ~~Has responsibility for the efficient and economical operation of the food service program~~
- ~~Prepares the budget for the food service operation and controls expenditures~~
- Implements and supervises the preparation of cost control records; analyze financial and operating statements.
- ~~Completes and analyzes monthly financial and operating statements~~
- ~~Supervises the cash processing system for the department~~
- Establishes policies and procedures to implement federal free and reduced price meal program; ~~reviews, verifies and approves applications~~ and state universal meal program, including operation standards for efficient, sanitary and high quality programs.
- Direct the student eligibility determination process – including review and verification of applications; ensure district’s federal provision qualifications are up-to-date.
- ~~Oversees the workings of Panda Point of Sales Computer program, parent prepaid elections, and school computers/equipment~~ Direct and manage the workings of food service management and point of sale software programs, public menu platform and child nutrition school site technology.

- ~~Plans master breakfast and lunch menus for the district, insuring dietary balance and nutritional adequacies with accompanying production and transport/temperature records/forms~~
- Prepares specifications and manage contracts for purchase and renewals of bids and commodity processing agreements and purchases for purchase of food, supplies, and equipment and transportation.
- ~~Assists or oversees the weekly kitchen requisitions for food and supplies from district warehouse~~
- Oversee work ~~Wworks~~ with food distributors, and local vendors; and collaborate with utility companies establishing civic minded and environmentally conscious practices.
- ~~Conducts and reconciles inventory of warehouse food and supplies~~
- ~~Oversees and assists with the supervision and evaluation of production kitchen staff and daily operations~~ Direct, monitor (and assist as necessary) the evaluation of kitchen sites and staff for conformance with established operating procedures for district, county health, state and federal guidelines.
- ~~Visits serving kitchens and satellites for cleanliness and conformance to established operating procedures~~
- ~~Supervise~~ Direct the selection, assignment, transfer and retention of ~~food-service~~ Child Nutrition personnel.
- ~~Coordinates daily requests for substitutes~~
- Direct and monitor the workflow of all department staff, including but not limited to: budget preparation and control records, data processing entry and reporting to various accounting systems, receipt and disbursement of funds for all expenditures, and personnel and equipment management.
- Design and supervise the instruction and training of department personnel; evaluate probationary and annual performance of department personnel. Plan and ~~C~~conducts employee meetings for purposes of discussing and explaining policies and carrying out the vision of the department and district.
- ~~Plans and develops training programs for staff.~~
- Coordinates the maintenance, ~~and~~ repair and replacement of department equipment and delivery ~~vans~~ vehicles.
- Assess needs, make recommendations, and assist in planning ~~Recommend~~ the design and/or modification of kitchens and equipment layout.
- Direct and assist in development of public information forums, including annual board reports and other information as requested

- Meets with students, parents, teachers, principals and ~~evie~~ community groups ~~to establish and maintain a good public relations~~ regarding department matters.
- ~~Maintains contract as food vendor to private school~~
- ~~Assists in catering special district events~~
- Accept opportunities to share in district policy development, bargaining unit negotiations and environmentally conscious initiatives.
- Assists with the planning of community service which utilizes kitchen facilities.
- Performs other related work as requested.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal and State laws and regulations governing Child Nutrition programs
- California health code laws
- Principles and techniques of managing and training of staff
- Menu planning and principles of nutrition
- Quantity food production including service, storage, sanitation, proper food handling and safety
- Equipment and transportation
- Budget, accounting, and cost control

Ability to:

- Plan, organize, direct and supervise all phases of a food service operation for a large school district
- Operate a financially sound program
- Prepare balanced menus for students of varying ages
- Buy large quantities of food economically
- Select, train, and supervise personnel
- Analyze situations accurately and adopt an effective course of action
- Maintain cooperative relationship with those contacted during the course of the day.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Three years of experience in institutional food management involving the planning and preparation of food in large quantity and involving the supervision of personnel.

EDUCATION: Bachelor’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or Bachelor’s degree in any academic major and at least five years of experience in management of School Nutrition Programs (SNPs). ~~Graduation from a recognized college or university with a major in institutional management, dietetics, or home economics or a related field; and/or experience in the food service area. Food supervisory experience may be substituted on a year for year basis.~~ Possesses a valid California driver’s license with no restrictions. Current Food Safety certificate approved by the County Department of Health.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal and local laws and Board Policy.

TERMS OF EMPLOYMENT

- 12 month position – 260 day work year
- ~~Salary schedule placement: Classified Managers/Confidentials Salary Schedule~~
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with the current agreement between the ~~Classified Managers/Confidentials~~ Livermore Management and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

Completion by Human Resources

<u>Board Approval Date: Pending Board Approval on October 1, 2024</u>			
<input type="checkbox"/>	<u>New Job Description/Reason:</u>	<input checked="" type="checkbox"/> <u>Reclassification</u>	<input type="checkbox"/> <u>Organization Needs</u>
<input type="checkbox"/>	<u>Revised Job Description</u>		
<input type="checkbox"/>	<u>Revised Salary Placement:</u>		
<u>Change Effective Date: October 1, 2024</u>			