

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

JOB DESCRIPTION

TITLE: Director of Child Nutrition Services

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent 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:

- Supervise and direct the district Child Nutrition Service program in conformance with Federal and State regulations and school district policies during the regular schoolyear and summer school.
- Direct the preparation and control of the annual budget for the Child Nutrition Fund 13, ensure efficient and economical operation of all Child Nutrition programs.
- Implement and supervise the preparation of cost control records; analyze financial and operating statements.
- Establish policies and procedures to implement federal free and reduced price meal program; 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.
- Direct and manage the workings of food service management and point of sale software programs, public menu platform and child nutrition school site technology.
- Prepare specifications and manage contracts for purchase and renewal of bids and commodity processing agreements for purchase of food, supplies, equipment and transportation.
- Oversee work with food distributors, local vendors; and collaborate with utility companies establishing civic minded and environmentally conscious practices.
- 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.

- Direct the selection, assignment, transfer and retention of Child Nutrition personnel.
- 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 conduct employee meetings for purposes of discussing and explaining policies and carrying out the vision of the department and district.
- Coordinate the maintenance, repair and replacement of department equipment and delivery vehicles.
- Assess needs, make recommendations, and assist in planning 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
- Meet with students, parents, teachers, principals and community groups regarding department matters.
- Accept opportunities to share in district policy development, bargaining unit negotiations and environmentally conscious initiatives.
- Assist with the planning of community service which utilizes kitchen facilities.
- Perform 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). 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
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with the current agreement between the Livermore Management and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

Completion by Human Resources

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