

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

***JOB TITLE: Director of Child Nutrition Services***

Job Purpose Statement/s: The job of Director of Child Nutrition Services is done for the purpose/s of planning, coordinating and directing the district Child Nutrition Program, assuring cost effectiveness and compliance with district, state and federal requirement, regarding nutrition, sanitation, safety and record keeping; assigning, training, supervising and evaluating the performance of assigned personnel; maintaining equipment and inventory and assisting in planning, remodeling and equipping district food service facilities; and preparing district menus.

**Essential Job Functions:**

- Directs the district-wide school nutrition program in conformance with Federal and State regulations and District policies.
- Serves as a resource person in nutrition to the District's curriculum staff.
- Provides liaison between education and food service staffs in nutrition education.
- Develops the Child Nutrition Services budget and controls expenditures.
- Analyzes financial and operating statements of Child Nutrition Services.
- Develops and implements standards for efficient and sanitary food service practices and for quantity and quality of food service and preparation.
- Directs and coordinates the procurement of foods and supplies, including effective warehousing and distribution.
- Directs the analysis of new food and other products.
- Directs and supervises master menu planning.
- Plans and directs district-wide meetings, in-service workshops and training programs for Child Nutrition Services personnel.
- Participates in the selection, assignment, transfer, retention, and evaluation of Child Nutrition Service personnel.
- Confers with other personnel regarding proposed operational changes.
- Assists administrators in the development of a public information program.
- Meets 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 child nutrition program.

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- Represents staff at meetings and conferences.
- Keeps abreast of current developments in food services management and in nutrition education.

**Other Job Functions:**

- Works cooperatively with others.
- Performs related duties as may be assigned.

**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- Bachelor's Degree from an accredited college with emphasis in foods, nutrition, institutional or business administration, education or related fields.
- Three years of food service experience at the supervisory level or above.
- Two years in school food service at the supervisory level or above.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Knowledge of nutrition and its application to food services.
- Knowledge of management principles—accounting, purchasing, personnel, data processing, and program budgeting.
- Knowledge of quantity food production, including preparation, serving, storage, sanitation, and safety.
- Knowledge of menu planning to meet nutritional, esthetic, and psychological needs of students.
- Knowledge of kitchen planning and large food service equipment.
- Knowledge of principles and methods of education of students.
- Knowledge of audio visual aids and their application.
- Ability to plan, organize, coordinate and supervise the warehousing operations of the district.

**Physical Characteristics (With or Without Aids):**

- ~~Ability to demonstrate sufficient manual dexterity to write, and use the telephone and business~~

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- ~~• Ability to demonstrate sufficient vision to read printed materials.~~
- ~~• Ability to sufficiently hear normal and telephone conversation.~~

**Working Conditions:**

**ENVIRONMENT:**

- Office environment.
- School Kitchen

**PHYSICAL DEMANDS:**

Hearing and speaking, exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.

**Reports to:** ASSISTANT SUPERINTENDENT OF BUSINESS

**Work Year:** 225 days

**Salary Placement:** F H

**Evaluation:** Performance of this job will be evaluated annually in accordance with provision of the Board's Policy on Evaluation of Classified Personnel.

Board Approved: July 21, 1998  
Revised: August 19, 2014