

Mt. Diablo Unified School District

Director of Food & Nutrition Services and Warehouse

Summary Definition

The Director of Food & Nutrition Services and Warehouse provides advanced level strategic leadership, vision, strategic planning, and expert oversight of all aspects of the Food & Nutrition Services and Warehouse operations. The Director will assume overall responsibility for planning, organization, controls, and directs the operations and activities for the District's Food & Nutrition and Warehouse Department; coordinates district food distribution system; coordinates department activities with other District functions; supervises and evaluates the performance of assigned personnel.

Directly Responsible To

Chief Business Officer

Example of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Plan, organize, control and direct the operations and activities of the Child Nutrition programs and school cafeterias, including policy and procedure development, nutrition, sanitation, purchasing, safety, meal service and accounting functions, monitor and visit sites for compliance with applicable laws, codes, rules and regulations. **E**
2. Direct the implementation of the National School Lunch Program, National School Breakfast Program, Child Adult Care Food Supper Program, Snack Program, Summer Food Service Program, and a la carte food service according to Federal, State and local laws, rules and regulations. **E**

3. Manage and oversee Food & Nutrition Services Warehouse Operations and activities, including District's mail delivery system; assure effective and efficient workflow, timely acquisition and distribution of materials, equipment, food products, and supplies. **E**
4. Plan, develop, and create distribution routing system to provide service to school sites; analysis of distribution loads and delivery frequency to school sites; develop HACCP and food safety practices.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. **E**
6. Develop, and maintain high standards of food preparation and service with an emphasis on customer appeal, customer service, food safety, nutrition standards, meal program requirements and financial position. **E**
7. Direct the preparation and maintenance of a variety of records, reports, and other documents related to Child Nutrition and Warehouse Operations, personnel, finances, sales and inventory; develop and meet departmental goals and plans based on District strategic plan and priorities; develop marketing plans to increase participation in meal programs. **E**
8. Manage semi-annual and multi-year Child Nutrition audits initiated by local, state and federal agencies, including serving as lead point of contact with visiting officials and assuming ownership of all Child Nutrition processes and procedures examined in audit processes. **E**
9. Collaborate with and present to parents and the community about the Child Nutrition program; communicate with administrators, District personnel and others to coordinate activities. **E**
10. Plan, develop, prepare and evaluate menus for the Child Nutrition program, testing ingredients, procedures and products; train staff on preparation and service of successful products; plan and oversee catered events. **E**
11. Analyze and determine the need for types and quantities of food, supplies and equipment; meet with manufacturers, brokers and vendors; attend conferences and food shows; direct and coordinate the procurement of food, supplies and equipment; develop and review bids for purchase of food, supplies and equipment; recommend contracts for Board approval. **E**
12. Develop and prepare the annual preliminary budgets for the Food & Nutrition Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**
13. Assure sound fiscal management practices; evaluate financial forecasts and analyze food and labor costs to assure efficient and cost-effective operations; recommend

- adjustments in meal pricing and determine supplemental sales prices using cost data and income and expense projections. **E**
- 14.**Determine standards for efficient and sanitary practices in food preparation and service; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies to minimize waste. **E**
 - 15.**Develop and implement long and short-term goals and activities designed to develop assigned programs and services; administer the Food & Nutrition Services employee training programs; operate and maintain commercial kitchen equipment and utensils. **E**
 - 16.**Represent the District and the Food & Nutrition Services Department at a variety of meetings, seminars, and conferences; conduct in-service meetings with staff. **E**
 - 17.**Plan, develop, prepare and evaluate district student wellness program and support nutrition education in school garden programs and all nutrition education. **E**
 - 18.**Operate a computer, assigned software programs, and other office equipment in the execution of duties; monitor, maintain, and recommend food service software programs and hardware. **E**
 - 19.**Provide technical expertise, information and assistance to the Food & Nutrition Supervisors, the Executive Director, Business services and/or Chief Business Officer regarding assigned functions; advise superiors of unusual trends or problems and recommend appropriate corrective action. **E**
 - 20.**Oversee distribution, collection, processing, community assistance, verification and maintenance of free and reduced price meal applications, policies and procedures. **E**
 - 21.**Evaluate and project facility and equipment needs; plan kitchen layouts during construction and remodeling projects. **E**
 - 22.** Perform related duties as assigned.

Education and Experience

Must possess the following requirements or the equivalent for each of the items listed:

- Possession of a Bachelor's degree from an accredited college/university is required. A major related in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.
- Bachelor's degree in any academic major with at least five years' experience in management of school nutrition programs and experience working in and/or leading and managing warehouse operations.

Licenses and Other Requirements:

- Valid California Driver's License.
- Valid Serv Safe Certificate
- Certified Professional in Distribution and Warehousing (CPDW)
- Certified Fork Lift Training
- Certified Lift Operator Training

Knowledge Of:

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- District Child Nutrition programs, operations and activities.
- Warehouse functions, procedures, practices, methods, maintenance and regulations.
- Distribution functions, distribution routing, cost analysis, and distribution, HACCP, and food safety.
- Recipe and Menu Development, student taste testing, and creative culinary direction of different ethnic cuisines served to students.
- Nutrition, food values, food combinations, economical substitutions and menu planning.
- Use and care of manual and mechanical food processing equipment.
- Commercial kitchen equipment, utensils and measurements.
- National School Breakfast and Lunch Program, After School Snack Program, Summer Food Program, and Child Adult Care Food Supper Program.
- Effective practices in Nutrition Education and Student Wellness Program.
- Budget preparation and control.
- Health and safety regulations.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision, and training.

Skilled In:

- Plan, organize, control, and direct the operations and activities of the District's Child Nutrition, Warehouse, and Distribution programs.
- Accept and carry out responsibility for direction, control, and planning.
- Analyze and develop efficient and effective Child Nutrition and Warehouse operational methods and procedures.
- Demonstrate appropriate cooking, baking, serving and cleaning methods and techniques.
- Train and supervise the performance of assigned staff.

- Communicate effectively both orally and in writing.
- Assure compliance with health and safety regulations.
- Prepare budgets and approve budget expenditures.
- Evaluate food products, supplies, and equipment.
- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Applicable laws, codes, regulations, policies and procedures.
- Meet schedules and timelines.
- Plan and organize work and meet established schedules and timelines.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Operate a computer, relevant software and programs, and assigned office equipment.

Environment

Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressure connected to a positive fund balance to meet growing needs, driving a vehicle to conduct work. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Physical Abilities

Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs,, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/carry up to 25 pounds (occasionally), may lift/carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address).

Hazards:

Heat from ovens, exposure to very hot foods, equipment and metal objects; working around knives or other sharp objects and working in cold and freezing temperature environments.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings.

Board Approved:

Management Salary Schedule

Classified Range – Range 34