

Gridley Unified School District
Job Description

JOB TITLE: Director of Child Nutrition

SALARY RANGE: Classified Managers Salary Schedule

DEPARTMENT: Administration

LOCATION: District Office

REPORTS TO: Superintendent

BOARD APPROVED: 6/15/00

SUMMARY: Under the general direction of the Superintendent, the Director of Child Nutrition coordinates, directs and assumes all responsibilities for the district's child nutrition program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the district's nutrition program including serving of "type A" lunches and breakfasts.
- Plans master menus including menu production and specification sheets.
- Maintains accurate inventory of food, supplies and equipment.
- Sets, implements and maintains standards of efficiency and sanitation in food preparation.
- Controls the handling of cash, food, and other supplies by food service personnel.
- Develops and Implements departmental budgets. Monitors and authorizes expenditures and works with district support staff and outside vendors in the yearly audit.
- Supervises, evaluates, directs, trains, and creates work schedules for all food service employees.
- Coordinates the purchasing of food service equipment.
- Perform other duties and responsibilities as may be assigned by the Superintendent.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Three years supervisory experience preferably in food service and/or restaurant management; college coursework in health/nutrition and business. AA degree preferred.

QUALIFICATIONS

Knowledge of:

- Computer skills in Quickbooks and POS equipment and software.
- USDA donated food usage and competitive food sales.
- Principals of nutrition, food sanitation, control of microbiological and physical contamination of food.
- Budgeting, data processing, purchasing, warehousing, food transportation, and personnel management.
- Menu planning to meet nutritional needs and taste preferences of students.
- Plate waste control, food pricing, and portion controls.

Ability to:

- Analyze and interpret proposed and adopted legislation affecting school nutrition.
- Direct & supervise employees, analyze situations and adopt appropriate courses of action.
- Speak before groups and write effectively.
- Physically travel to various district facilities.
- Organize and administer large-scale data collection efforts involving numerous agencies and/or personnel.

LANGUAGE SKILLS: Ability to read and comprehend complex instructions, correspondence and memos. Ability to write effective business correspondence. Ability to effectively present information in one-on-one, small and large group situations.

MATHEMATICAL SKILLS: Advanced math skills required.

REASONING ABILITY: Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables.

CERTIFICATES, LICENSES AND ABILITIES: California Driver's License required by first day of service.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, parents and others in an open, friendly, business-like manner. Ability to maintain a cooperative relationship with others while working under rather close circumstances. Ability to work under short deadlines. Maintain a neat and clean business-like appearance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, stoop, or kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.