

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - FOOD & NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services, plan, organize and direct overall operations and activities of District Food Services programs and school cafeterias including nutrition, sanitation, purchasing and accounting functions; train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and direct District Food Services programs and cafeteria operations; assure compliance with Federal, State and District laws, regulations and policies; establish operating procedures for District cafeterias and central kitchens. **E**

Provide nutritional analysis of food items on menu to assist District nurses, parents and students in making appropriate food selections dictated by individual medical conditions. **E**

Plan, develop and evaluate master menus for a variety of school food programs; determine need for types and quantities of food, supplies and equipment; plan and direct the expansion and revision of breakfast, lunch and snack programs. **E**

Develop the annual departmental budget and assure sound fiscal management practices; evaluate financial forecasts and analyze food and labor costs to assure efficient and cost-effective operations. **E**

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. **E**

Direct the preparation and maintenance of a variety of records, reports, reimbursement claims and other documents related to food services operations, personnel, finances, sales and inventory. **E**

Assure purchasing activities comply with applicable Federal, State and District statutes, regulations and policies; determine specifications for purchase of food and equipment. **E**

Research available products and interview vendors to establish and maintain sources of supply and guarantee best quality for lowest price through competitive bids. **E**

Train, supervise and evaluate assigned personnel; establish procedures for interviewing and assigning new personnel; coordinate training programs and direct the assignment of substitute food services personnel. **E**

Confer with outside agencies on such issues as licensing, inspection and other health matters; prepare data for a variety of federal, State and District reports. **E**

Visit school sites to observe food services personnel and procedures; develop and recommend improved methods of food preparation and service. **E**

Confer with school principals, District administrators and others in regard to cafeteria operations; prepare and present oral and written reports. **E**

Coordinate dissemination of information and nutritional resource materials to the public, staff, PTA and other organizations. **E**

Operate standard office equipment including a computer workstation, typewriter and calculator. **E**

Assist in planning kitchen layouts during construction and remodeling; direct the review of bids and analyze cost figures. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School food service programs, operations and activities.
Meal production planning and scheduling.
Principles and methods of quantity food service preparation, serving and storage.
Principles and practices of administration, supervision and training.
National School Lunch Program and applicable Federal and State laws and requirements, including the evaluation of applications for free and reduced priced meals for needy students.
Methods, principles and practices of budgeting, accounting and purchasing.
Principles of financial management, markets, food sources and merchandising.
Nutrition and menu planning.
Sanitation and safety practices related to cooking and serving food.
Commercial kitchen equipment, utensils and measurements.
Applicable sections of State Education Code and other applicable laws.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
District disciplinary procedures.

ABILITY TO:

Plan, organize and direct District Food Services programs and operations.
Evaluate food products, supplies and equipment.
Direct the preparation and maintenance of departmental records and a variety of State and District reports.
Develop the annual budget and analyze financial statements, reports and related documents.
Assure compliance with health and sanitation requirements.
Plan nutritious and appetizing menus economically.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Estimate food quantities needed and order quantities for economical food service.
Select, train, supervise and evaluate personnel.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in institutional food management, home economics, dietetics or nutrition and four years experience in charge of food preparation and serving in a large public institution or commercial establishment including two years in a supervisory capacity. Registered dietitian is desirable.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria and office environment; subject to driving to conduct work.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Walking to conduct inspections of food service facilities, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time.