

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION  
REVISED

TITLE Director ~~I~~, of Child Nutrition Services

QUALIFICATIONS

EDUCATION: Bachelor's degree in food science, home economics, nutrition, business or other related field. Masters degree preferred.

EXPERIENCE: Five years of experience in charge of menu planning and food purchasing, preparation and serving in a public institution, commercial establishment or related field, including at least two years in a supervisory capacity. (Additional education at a recognized university or trade school in cafeteria management, dietetics or a closely related field may be substituted for the required non-supervisory experience on a year-for-year basis.)

KNOWLEDGE OF: Principles and procedures used in managing a large scale food services program; food values, proper food combinations, economical substitutions that may be made, and the preparation of menus affording a balanced diet for children of varying ages; how to prepare foods which will be attractive to children; basic principles of supervision and training; health laws and ordinances affecting cafeteria operation.

ABILITY TO: Prepare balanced diets; supervise all phases of cafeteria operation, including the selection and training of managers and other personnel in economical ordering and in use of foodstuffs, cleanliness, order of preparation of foods and in serving; examine bids for food contracts and to determine the most advantageous bids in terms of quality and cost; work cooperatively with those contacted in the course of the work, including school principals, teachers, administrators and students; keeps accurate records.

PERSONAL  
QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Plans, organizes and directs the activities of the district wide school cafeterias. Plans and supervises activities of school cafeterias; trains cafeteria managers in cafeteria routine; exercises functional supervision over managers and assists in selection and training of new workers; reviews work of managers; consults with school principals regarding cafeteria needs and to promote use of the cafeteria by students; checks and approves requisitions for food and supplies; assists in training cooks and workers; plans the district menus; checks dietary balance and nutritional adequacy of foods being used in cafeterias; inspects food for quality by testing it in the kitchen; distributes foods secured from subsidy program and schedules its use; writes or recommends specifications for food, equipment, and construction bids for cafeterias, recommends purchase of new equipment or replacement of old equipment; meets and works with officials from the Health Department, P.T.A. and other school groups on problems related to

cafeteria operations; prepares the annual departmental budget; supervises the maintenance of cafeteria supply warehouse; recommends policy, procedure and personnel changes. Oversee the district's Wellness Program and completes other related duties as required.

### DUTIES AND RESPONSIBILITIES

As assessed by the ~~Assistant~~ **Deputy** Superintendent, Business Services, the outcomes of the Child Nutrition Services Manager's job performance will be as follows:

1. The activities of the district school cafeterias will have been planned, organized and directed in the most effective manner possible to assure adequate, nutritious lunches, prepared and served as economically as possible to the students in the district.
2. Cafeteria managers and all child nutrition services employees will have been adequately trained and supervised to ensure an exceptional district child nutrition services program.
3. Care will have been exercised in the selection of new child nutrition services staff members.
4. The performance of cafeteria managers will have been closely observed.
5. Monthly manager meetings will have been held to ensure clear communication and instructions.
6. School principals will have been contacted in order to maintain good communication and understanding of the way in which each principal desires the child nutrition services program to operate in his/her school.
7. Good control over the issuing of food and supplies to all cafeterias will have been maintained.
8. Menus complying with state and federal regulations that most closely meet the needs and menu acceptability of students will have been planned.
9. Periodic testing of the quality of food items used will have been accomplished.
10. Control of the procurement and distribution of foods secured from subsidy will have been exercised.
11. All specifications for food, equipment and service will have been written.
12. Recommendations for the purchase of new equipment and the replacement of old equipment will have been made.
13. A harmonious working relationship with the Health Department, P.T.A., and other school groups will have been established and maintained.
14. Control of food service stock in the warehouse will have been exercised.
15. Policy, procedures, and personnel changes will have been recommended and carried out.
16. Assigned personnel will have been adequately supervised and appropriately evaluated.

17. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
18. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
19. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
20. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
21. Other duties assigned by the supervisor will have been effectively accomplished.

~~04/16~~ **02/25**  
~~MGMTJD/ensd\_d~~