

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### DIRECTOR-CHILD NUTRITION

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#### **DEFINITION:**

Under the direction of the Business Administrator, plan, organize, control and direct the daily operations of the Child Nutrition Department; train, supervise and evaluate the performance of assigned personnel for food services and nutrition programs; achieve defined objectives through planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a member of the leadership team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control, direct and monitor District-wide food service operations and activities including the menu planning, preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; establish and maintain Department time lines and priorities; ensure food service functions comply with safety and sanitation regulations and established laws, rules, policies and procedures.
- Collaborate with internal and external personnel to implement and maintain services and programs.
- Inspect cafeterias to ensure healthful and sanitary conditions.
- Purchase food items and equipment to maintain food and supply inventory.
- Train, supervise and evaluate the performance of assigned staff; ensure food safety and compliance training; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the food services and child nutrition department regarding assigned functions; assist in the formulation and development of policies, procedures and programs; prepare a variety of materials including memos, reports and manuals in order to document activities, provide written reference and convey information.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; present information related to nutritional services and education programs to communicate information and ensure adherence to established internal controls.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Serve as liaison with state and federal offices regulating child nutrition programs for to gather and convey information related to requirements and regulations.
- Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings, workshops and seminars related to assigned activities as required.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in nutrition, dietetics or a closely related field and five (5) years of increasingly responsible experience in quantity food preparation, cooking and serving.

#### Licenses and other Requirements:

- Valid Utah State Class D Driver's License
- Manager ServSafe Certificate or equivalent.
- Incumbents must possess a valid H.A.C.C.P Certification or obtain certification within a designated probationary period.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.
- Hepatitis B vaccination.
- Criminal Justice Fingerprint/Background Check Clearance.

#### Knowledge of:

- Planning, organization and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items.
- Methods of adjusting and extending recipes and proper substitutions.
- Sanitation and safety practices related to preparing, handling and serving food.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Inventory practices and procedures including storage and rotation of perishable food.
- Quality and portion control techniques.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Food service organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Mathematic calculations.

#### Ability to:

- Plan, organize, control and direct food service operations and activities.
- Coordinate personnel, communications and record-keeping functions to meet food service needs and ensure smooth and efficient Department activities.
- Supervise and evaluate the performance of assigned personnel.
- Ensure proper and timely resolution of food service issues, conflicts and discrepancies.
- Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.
- Provide consultation concerning food service operations and activities.
- Develop and implement menus in compliance with portion guidelines and nutrition requirements.
- Organize, direct and assure accuracy of food service cashiering and accounting functions.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

#### **WORKING CONDITIONS:**

##### Work Environment:

- Indoor/Office/Kitchen environment.

- Driving a vehicle to conduct work.

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.

- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Exempt**

**Director**