

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

TITLE:	Director II, Child Nutrition and Warehouse	REPORTS TO:	Executive Director, Business Services / Chief Business Officer
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 days
BOARD APPROVAL:	March 26, 2019	SALARY:	Management Salary Schedule Range D1

---

**SUMMARY DEFINITION:**

Under the administrative direction of the Executive Director, Business Services / Chief Business Officer, plans, organizes, controls, and directs the operations and activities of the District's Child Nutrition and Warehouse Departments; coordinates department activities with other District functions; supervises and evaluates the performance of assigned personnel.

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

**E = Essential Functions**

- 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**
- Direct the implementation of the National School Lunch Program, National School Breakfast Program, Summer Food Service Program, Snack Program and a la carte food service according to federal, State and local laws, rules and regulations. **E**
- Manage and oversee Warehouse operations and activities, including the District's mail delivery system; assure effective and efficient workflow, timely acquisition and distribution of materials, equipment, food products, and supplies. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- 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**
- 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 the District strategic plan and priorities; develop marketing plans to increase participation in meal programs. **E**
- Manage semi-annual, 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**
- 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**
- 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**

- 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; review bids for purchase of food, supplies and equipment; recommend contracts for Board approval. E
- Develop and prepare the annual preliminary budgets for the Nutrition Services and Warehouse Departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. E
- 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
- 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
- Develop and implement long and short-term goals and activities designed to develop assigned programs and services; administer the Child Nutrition and Warehouse employee training programs; operate and maintain commercial kitchen equipment and utensils. E
- Represent the District and the Child Nutrition and Warehouse Departments at a variety of meetings, seminars and conferences; conduct in-service meetings with staff. E
- 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 in cooperation with the Technology Department and applicable vendors. E
- Provide technical expertise, information and assistance to the Child Nutrition Supervisors, the Executive Director, Business Services and/or the Chief Business Officer regarding assigned functions; advise superiors of unusual trends or problems and recommend appropriate corrective action. E
- Oversee distribution, collection, processing, verification and maintenance of free and reduced price meal applications, policies and procedures. E
- Evaluate and project facility and equipment needs; plan kitchen layouts during construction and remodeling projects. E
- Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to Bachelor's degree, or equivalent educational experience, with a major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field OR Bachelor's degree in any academic major with state-recognized certification for school nutrition directors OR 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.

At least 8 hours of food safety training is required either not more than five years prior to or within 30 days of start date.

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

**KNOWLEDGE AND ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required.

**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.
- 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.
- Effective practices in Nutrition Education.
- Budget preparation and control.
- Health and safety regulations.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.

**ABILITY TO:**

- Plan, organize, control and direct the operations and activities of the District's Child Nutrition and Warehousing 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.

**LANGUAGE SKILLS:**

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office and school site environment; moderate noise level; frequent interruptions; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies.

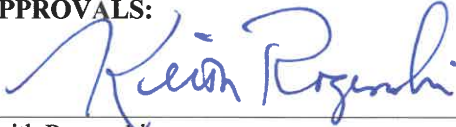
**HAZARDS:**

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

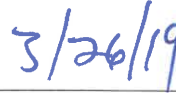
**OTHER QUALIFICATIONS:**

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

**APPROVALS:**



Keith Rogenski  
Assistant Superintendent, Human Resources



Date



Rick Schmitt  
Superintendent



Date