

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Nutrition Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	1907	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Chief Business Officer	HR APPROVAL:	04-25-13

BASIC FUNCTION:

Communicate and collaborate with other administrators, district personnel, outside organizations, vendors, regulatory agencies, other public agencies, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism; work with community groups, media, and legislators to increase understanding and support for the program. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Collaboratively develop, implement, and update internal nutrition procedures and processes to assure smooth and efficient delivery of services, encourage effective and efficient management controls, and compliance with laws, policies, and regulations. **E**

Develop and implement long and short-term plans and activities designed to enhance innovative programs, services, and healthy food choices; perform program analysis, and make changes as appropriate. **E**

Direct the preparation of the annual budget for Nutrition Services. Analyze and review budgetary financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct and oversee the development of food and equipment specifications, procurement requirements, and the testing of new food items, products, supplies, and equipment; coordinate procurement, warehousing, and applicable inventories; supervise the storing and maintenance of supplies, furniture, and cafeteria foods. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance to staff, district personnel and the public; maintain current knowledge of legislation, legal codes and regulations. Execute special assignments. **E**

Direct the preparation of a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities and operations. Operate a computer. **E**

Supervise, evaluate and hold accountable the performance and professionalism of assigned staff; interview and select employees, recommend transfers, reassignments, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the department annual budget; analyze and review budgetary and financial data; ensure the

Seek funding opportunities to enhance the school nutrition program. E

Perform related duties as assigned. E

TRAINING, EDUCATION, AND EXPERIENCE:

nutrition, hotel and restaurant management, business or public administration, or related field, and three years increasingly responsible supervisory experience in school nutrition. Experience working with the National School Lunch Program and California Department of Education Lunch Program guidelines is required.

LICENSES AND OTHER REQUIREMENTS:

and provide a personal automobile and proof of insurance. Preference will be given to...
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WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to inspect nutrition service kitchens, read documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.