DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	**DIRECTOR OF NUTRITION SERVICES**	***Salary Range:***	**26**
Employment Category:	**Management/Supervisory**	***FLSA Designation:***	**Exempt**

Job Summary:
Under direction, manages, supervises and coordinates the multi-faced District food services program: to include providing direction to all food service employees in the performance of all site programs; ensuring fiscal accountability and cost effectiveness; and, compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record keeping.

Essential Job Functions:
- **Creates** designs, manages and oversees programs, services and projects for the purpose of improving the services provided by the district and ensuring continuous improvement to services.
- **Develops** and creates written materials (master menu, statistical information, etc.) for the purpose of ensuring compliance with Federal, State, and local guidelines and nutritional standards.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Directs** the nutritional services department for the purpose of ensuring compliance with all Federal, State, local and district guidelines.
- **Manages** and supervises personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.
- **Oversees** budget and financial aspects of department for the purpose of maintaining financial solvency in order to ensure payment and bills and salaries.
- **Oversees** and authorizes expenditures of funds (e.g. commodities, equipment, personnel, supplies, etc.) for the purpose of ensuring the efficient and effective operation of the Nutrition Services department within budgetary and financial parameters.
- **Oversees,** manages and monitors procedures and reports (e.g. mandated forms, record keeping, safety and sanitation, etc.) for the purpose of ensuring compliance with Federal, State, local and district guidelines.

Other Job Functions:
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:
- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects, operate standard office equipment including use of applicable computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic math calculations. Skill to plan menus and maintain inventory control. Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements. Knowledge of computer hardware and software. Ability to make administrative decisions.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- **Work Environment**: Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving) Other Atmospheric Hazards: Dust, paper dust, copier products.

- **Education and Training Required:** Bachelors degree in Nutrition or related field, valid Food Handlers Permit and four (4) years of experience in Nutrition Services which included two (2) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in Nutrition Services which included two (2) years of supervisory experience.

- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers license.
  - Must possess or have the ability to obtain a Food Handler's Training Certificate.

Personnel Commission: 12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Personnel Commission: 01/26/06