

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2021
SALARY SCHEDULE: #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR I – FOOD & NUTRITION SERVICES

DEFINITION

The Department of Nutrition Services is responsible for the procurement, implementation, management and operations of all internal KCSOS Food & Nutrition Service functions as well as various external programs and public and private contracted meal sites.

Under general direction the Director of Food & Nutrition Services will plan, organize, direct and manage a variety of Child Nutrition and Food Service related activities.

Act as liaison for a variety of functions in support of Child Nutrition programs for our internal and external programs. Examples of external programs would be various on-site and off-site catering, staff meal program, operational, nutritional wellness, and administrative support to districts.

EXAMPLES OF DUTIES

Plan, organize, direct and manage a variety of Food & Nutrition service functions;

direct the nutrition services central kitchen team which provides meal services for all of our direct instruction students, including special education, contracted services, and all county preschool and childcare programs;

direct the nutrition services central office team which performs all departmental fiscal services, menu production, coordinates internal and external non-program meal services including catering and meal vending;

perform menu planning, meal component analysis and meal pricing;

factor nutritive values and quantities of food served ensuring all meals meet United States Department of Agriculture (USDA) and California Department of Education (CDE) requirements for reimbursable meals;

act as a primary resource in the preparation and analysis of Fund 13 budget planning, advising in fiscal areas related to federal funds;

direct purchase of foodstuffs and other supplies needed to efficiently operate the food service program;

maintain an adequate inventory of materials and supplies on a cost effective basis;

oversee the maintenance and updating of all kitchen equipment;

provide leadership to the Kern Purchasing Cooperative as KCSOS's Lead Agency Representative;

work with state and local agencies to ensure proper operation of the food service program;

consult with other agencies and groups to provide data analyses for decision-making activities;

provide technical and legislation research associated with currently established and emerging nutrition program changes to develop implementation strategies that best benefit KCSOS;

develop procedures to enhance the quality and nutritional density of meals;

establish and implement sanitation and safety standards for the food service program utilizing Hazard Analysis Critical Control Point (HACCP) principles and maintain and update the KCSOS HACCP Plan as needed;

establish effective communication to schools sites regarding policies, procedures, and regulatory requirements;

coordinate program procedures with site administrators and staff members at each site;

establish and maintain an advisory committee for the local school wellness policy;

keep abreast of current trends in nutrition/food service programs;

attend meetings and represent KCSOS to local, regional and state level agencies;

research, evaluate, recommend, and provide leadership in implementing Food & Nutrition services related activities;

facilitate and support county-wide Food Service Director Network meetings to share best practices and collaborate with KCSOS's district partners;

complete compliance reviews ensuring that all site reviews meet the guidelines and timelines set forth by USDA and CDE;

oversee and coordinate internal audits and State audits conducted by the Department of Education and maintain all state required records;

coordinate the State Surplus Commodity Program utilizing commodities on menus to help lower the cost of operations;

direct the development of staffing formulas and the allocation of staff to food services units;

oversee coordination of food preparation and delivery to contracting sites;

establish a strategic plan with performance measures to monitor the progress of the organization on the attainment of goals related to KCSOS core values and assist in the development of business models that would support future department growth;

supervise all phases of the internal and external food service program;

interview and recommend employees for hire;

supervise, train and evaluate the performance of assigned staff;

conduct periodic visits to all remote sites to evaluate food program;

work in coordination with Maintenance and Operations and Facilities staff on all KCSOS food production facilities with regard to major repairs, renovation and development of new facilities over time;

perform related duties similar to the above in scope and function as required.

QUALIFICATIONS

Knowledge of:

Principles of management as applied to food services operations;

federal dietary guidelines;

food programs such as National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, At-Risk Afterschool Meal Program and Summer Food Service Program;

basic principles of public purchasing, research, cost analysis, accounting, budget preparation, expenditure control, and personnel administration;

procedures and equipment used in preparation, cooking and serving of food in large quantities;

food nutritional values, proper food combinations and economical substitutions that may be made;

how to prepare food which will be attractive to students;

principles of supervision and training;

sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage.

Ability to:

Prepare menus affording a balanced diet for students that meet all USDA requirements for reimbursable meals;

supervise the operation of school cafeterias such as catering venues and other food service related operations;

examine bids for food contracts and determine the most advantageous bid in terms of quality and cost;

select, train and supervise food service personnel;

maintain cooperative relationships with those contacted in the course of the work; recommend the purchase of new equipment;

frequently work at desk, conference table or in meetings of various configurations;

stand for extended periods of time;

lift and carry 25 lbs., and reach in all directions on a seldom basis;

frequently see for the purpose of reading laws and codes, rules and policies and other printed matter;

frequently hear and understand speech at normal levels;

frequently communicate so others will be able to clearly understand a normal conversation;

frequently bend and twist, stoop, kneel, push and pull.

Experience:

Five (5) years of business administration or food service management with direct administrative authority over multi-unit food services operation including culinary background, supervision of staff and responsibility for the planning, preparation and execution of food in large quantities.

Education:

Twelfth grade education or equivalent with work in dietetics, home economics or a closely related field.

Bachelor's degree required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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5/3/2021

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