

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: SCHOOL NUTRITION DIRECTOR***

***DEFINITION:*** Under the direction of the superintendent or designee, plans, organizes and directs the district Child Nutrition Program according to policies and procedures, and federal/state requirements. Supervises and trains foodservice personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value.

***ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:***

- Implements a customer service driven philosophy with education partners such as administrators, teachers, parents, and students that focuses on nutrition, nutritional education, value, and satisfaction.
- Establishes a program that supports healthy food habits.
- Establishes quality standards for the presentation and service of food.
- Maintains high standards of sanitation and safety.
- Maintains an efficient foodservice operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
- Maintains records of income and expenditures, food supplies, personnel and equipment.
- Develops, trains, and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes and maintains the program budget while maintaining financial objectives and goals for the foodservice program.
- Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures.
- Enforces federal/state regulations regarding nutritional standards, reports, and records.
- Prepares and maintains all records for required audits and reviews.
- Oversees the administration of the district's free and reduced price meals program according to federal regulations.
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel.

***QUALIFICATIONS:***

**Knowledge of:**

- Foodservice program requirements.
- Quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- Foodservice program finances.
- Technology used in the maintenance of an efficient foodservice program; Computers and computer record keeping programs.

***POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued***

**Ability to:**

- Interpret a nutrient analysis spreadsheet.
- Maintain records and complete reports, including web-based reporting.
- Use public relations techniques to promote the foodservice program to children, school personnel and the public.
- Learn quickly; work independently; and carry out oral and written instructions.
- Communicate in writing for the purposes of composing the required reports and other correspondence.
- Communicate and work with the media and stakeholders to publicize the nutrition integrity of school meals.
- Work as an effective team leader.
- Work with others integrating nutrition education into other core subject areas.

***EDUCATION AND EXPERIENCE:***

- BA degree in institutional food service management, nutrition or a closely related field is required. MA degree preferred.
- Three years of successful experience as a foodservice manager.
- Successful experience as a foodservice manager for schools is desirable.

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading laws and codes, rules and policies, and other related matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Lift and carry up to 50 lbs.
- Operate kitchen equipment.
- Work rapidly and use both hands to prepare food.
- Reach in all directions.
- Think clearly and rationally to solve problems.

***WORKING CONDITIONS:***

- Outdoor and indoor working environments; subject to bending, crouching, and kneeling in confined spaces such as cabinet areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of sitting/standing/walking.

***POSITION TITLE: SCHOOL NUTRITION DIRECTOR, Continued***

***LICENSE OR CERTIFICATES:***

- Valid Serve-safe Certificate.
- Valid California Driver's license.
- Valid CPR/First Aid certification desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

**Date of Board Adoption:**