

---

DIRECTOR OF CHILD NUTRITION

---

**RANGE: 38**

**BASIC FUNCTION:** To plan, organize, supervise, coordinate and manage the activities and operations of the district's food services program; participate and oversee the cooking, preparation, storage, distribution, sale and serving of a variety of foods. Employees in this classification receive indirect supervision within a framework of established guidelines. This position reports directly to the Chief Business Officer.

**REPRESENTATIVE DUTIES:** Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

- Organizes, supervises and coordinates the activities and operations of the food service program, meets established quality control standards and follows Federal and State guidelines to ensure compliance. E
- Establishes and implements food service policies and procedures for assigned operations. E
- Develops and administers an annual operating budget for food services. Monitors performance against budget to ensure efficient operation and that expenditures stay within budget limitations. E
- Computes, estimates and orders proper quantities of foodstuffs, supplies, and other equipment needed for efficient food service operations. E
- Plans and evaluates menus following established State, federal and district guidelines. Makes nutritionally equivalent substitutions as needed, setting standards for quantity and quality of products based on standardized recipes and portion controls. E
- Trains, assigns, supervises, and evaluates the work of assigned subordinate personnel and student assistants. E
- Investigates and resolves food quality and service complaints. E
- Ensures that food items are properly stored, cooked, distributed and served in a safe, sanitary and timely manner. E
- Purchases and receives food/supply deliveries. Inspects deliveries for proper quantity and quality. Takes corrective action when needed. E
- Prepares and maintains a variety of food service-related records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets, and production reports. E
- Ensures that work sites are maintained and operated in a safe and sanitary manner. Trains assigned staff in appropriate health and safety regulations. Monitors work conditions and procedures at all time, and submits work orders for needed maintenance and repairs. E
- Monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines. E
- Organizes and provides special food services upon request. E
- Performs related duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of computing food quantities required by a prescribed menu.

The safe and proper use of equipment, machines and utensils used in large quantity food preparation operations.

The proper sanitation and safety requirements pertaining to food preparation and cafeteria operations The principles and practices of supervision and training.

Use of electronic spreadsheets, databases, and computer data processing.

Budget preparation and administration.

Proper record keeping and inventory reporting methods.  
Federal and State guidelines.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, direct and coordinate a school food service operation.  
Understand and carry out both oral and written instructions in an independent manner.  
Prepare and cook a variety of foods in large quantities.  
Train, supervise and evaluate the work of subordinate personnel and student helpers.  
Communicate effectively in both oral and written forms.  
Analyze situations and make decisions in procedural matters without immediate supervision. Perform mathematical calculations accurately.  
Learn a variety of computer programs for daily use.  
Maintain accurate records and prepare reports.  
Plan for and accurately estimate the appropriate amounts of food and other resources needed for future use.  
Properly and safely operate and maintain a variety of food preparation equipment such as ovens, ranges, slicers, mixers, choppers, etc.  
Meet the physical requirements necessary to safely and effectively perform assigned duties.  
Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: high school diploma or equivalent and five years related experience including two in supervision.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license. This position will require continuing education and professional development including obtaining appropriate certifications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor kitchen and/or cafeteria setting, as well as office environment.  
Exposure to hot foods, equipment and metal objects.  
Exposure to computer monitor/video display.  
Moderate noise level.  
Required to use personal vehicle for work-related travel

**PHYSICAL DEMANDS:**

Must be able to standing, sitting or walking for extended periods of time.  
Use hands and reach with arms.  
Dexterity of hands and fingers to operate kitchen equipment and computer keyboard.  
Moderate physical exertion associated with the ability to lift, carry, push, pull or climb.  
Sustained physical work.  
Perform continuous moderate lifting.  
Reaching overhead, above the shoulders and horizontally  
Lift fifty (50) pounds maximum or carry objects weighing up to twenty-five (25) pounds.  
Bending at the waist, kneeling or crouching.

**HAZARDS:**

Exposure to sharp knives and slicers.

E = Essential Duty

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

---

---