



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**DIRECTOR - CHILD NUTRITION**

**DEPARTMENT/SITE:** Child Nutrition

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 31

**WORK YEAR:** 261 Days

**REPORTS TO:** Deputy Superintendent -  
Administration and Support  
Services

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Deputy Superintendent, the Director of Child Nutrition supports the educational process with specific responsibilities for planning, directing, and supervising the nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team. The incumbent in this classification provides the school community with a reliable, safe, and healthy nutrition services program which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Adapts operations, activities, and production to meet rapidly changing conditions (e.g., health emergencies, supply chain disruptions and non-deliveries, and staffing shortages)
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Communicates with a wide variety of personnel (e.g. administrators, district staff, government agencies, vendors, etc.) for the purpose of providing and gathering information related to efficient department operations.
- Directs operations of the Child Nutrition program, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

- Performs site audits for the purpose of ensuring healthful and sanitary conditions and compliance with State and Federal guidelines, regulations, policies and procedures.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Reviews bids, make recommendations and authorizes purchases for the purpose of ensuring that the best price is obtained to meet child nutrition needs and comply with all state and federal guidelines.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Pertinent laws, codes, policies, procedures, and business practices for directing and managing a successful school child nutrition program
- Planning, organization, and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items
- Methods of adjusting and extending recipes and proper substitutions
- Sanitation and safety practices related to preparing, handling, and serving food
- Principles, theories, and practices of child nutrition, food values, food combinations, economical substitutions, and menu planning
- Quality and portion control techniques
- Principles and practices of administration, supervision, and training
- Budget preparation and control
- Oral and written communication skills including correct English grammar, punctuation, and spelling.
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- Mathematic calculations using fractions, percentages, and/or ratios for preparing budgets and maintaining fiscal records and for establishing and scaling quantities for recipe and menu development and food preparation

### **Skills and Abilities to:**

- Plan, organize, and direct operations and activities of a large, multi-site, child nutrition services program including the preparation, cooking, baking, serving, distribution and selling of food items
- Plan, organize, direct, and manage projects
- Schedule meetings, activities, and events and meet deadlines and timelines
- Adapt to rapidly changing work priorities and conditions (e.g., health emergencies, supply chain disruptions and non-deliveries, staffing shortages)
- Analyze situations accurately to solve problems and adopt and direct courses of action
- Operate standard office equipment including assigned computer and District software applications as well as specialized software for Child Nutrition
- Operate and maintain commercial kitchen tools and equipment
- Assist in planning, organizing, integrating, and directing a large school district Nutrition Service program and operation
- Evaluate and reliably source foods products, supplies, and equipment
- Prepare, analyze, and maintain records and reports
- Understand, interpret, apply, and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food preparation and serving
- Select, train, supervise and evaluate the work of assigned personnel

- Recognize and correct safety hazards and adhere to safety practices
- Communicate effectively orally and in writing with diverse groups and individuals
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility
- Make recommendations in accordance with laws, regulations, rules and policies
- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers
- Work with a diversity of individuals and/or groups
- Establish and maintain effective working relationships with those encountered in the course of work
- Present a positive image of Madera Unified School District

### **RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's degree from a nationally accredited college or university in food services management or related field.

### **EXPERIENCE REQUIRED:**

Five (5) years of increasingly responsible experience in the management and supervision of food services in an institutional setting.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties at times in an office setting and at times in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and/or pulling files, other office objects, and food preparation tools, equipment, and food items
- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules, and attend meetings
- Dexterity of hands and fingers to operate kitchen equipment, a computer keyboard, and maintain paper files and documents
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills

- Reaching overhead, above the shoulders and horizontally
- Visual acuity to assure proper quantities of food and read documents and computer screen
- Hearing and speaking to exchange information
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents