



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

LEAD NUTRITION SERVICES AGENT

DEFINITION:

Under general direction of the Associate Superintendent of Business Services, plans, organizes, and directs the District Nutrition Services Program, including school lunch, breakfast, and special nutrition service offerings; plans, organizes, and implements operational procedures assuring cost effectiveness and compliance with District, state and federal requirements, regarding nutrition, sanitation, safety and record keeping; serves as a resource to District personnel and the educational community concerning nutritional education and appropriate child dietary needs; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Plans, organizes, coordinates, and directs the District nutrition service program, including the management of the central kitchen and satellite serving and preparation of kitchen operations.
- Plans, organizes, develops, and implements policies and operational procedures which ensure adherence to District, State, and Federal policies, regulations, and guidelines pertaining to an effective and efficient nutrition service program.
- Supervises and evaluates the performance of assigned personnel.
- Plans, organizes, and coordinates the preparation and dissemination of State and Federal required school lunch and breakfast related reports.
- Establishes and maintains standards for quality and quantity control, cleanliness, and sanitation.
- Monitors and evaluates the purchase, receiving, storage, and distribution of food and nonfood items, supplies, materials, and equipment.
- Assures purchasing activities comply with applicable statutes, regulations, and policies.
- Plans, organizes, manages, and directs the nutrition service warehouse and storage of perishable and non-perishable supplies, materials, and commodities.
- Plans, organizes, and conducts personnel in-service and orientation training programs.
- Confers with and advises site and District personnel and members of the school community regarding nutrition service problems, issues, and concerns, and recommends alternative problem solutions.
- Assists nutrition service personnel in determining appropriate courses of action regarding solutions to unusual or unforeseen problems and concerns.
- Supervises, monitors, and evaluates the performance of nutrition service personnel.
- Directs and coordinates the preparation of nutrition service menus and the use of foodstuffs which are in plentiful supply.
- Prepares or assists in the preparation of specifications for nutrition service supplies, materials, and equipment.
- Participates in the testing and selection of new nutrition service products, supplies, materials, and equipment.
- Maintains current knowledge of institutional food service methods and trends, evaluates new methods for application within the department.
- Plans, organizes, develops, and maintains a data management, storage, and retrieval system.
- Plans, develops, and implements a preventative maintenance program for nutrition service facilities and equipment.
- Participates in budget planning, and in the development, implementation, and maintenance of inventory and expenditure control procedures.
- Directs, coordinates, analyzes financial reports, profit and loss statements, and other general accounting functions.

- Plans, organizes, prepares, and disseminates the Nutrition Service information and nutrition materials to the public, staff and other organizations.
- Actively participates in the recruitment and selection of nutrition service personnel.
- Drives to and from food service facilities to inspect, monitor, and audit nutrition service operations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.
- Principles, procedures, methods, techniques, and strategies relative to the management of a comprehensive nutrition service program.
- Nutrition, dietary values, property food combinations, and economic food substitutes.
- Legal mandates, policies, regulations, and guidelines pertaining to a nutrition service program, including the requirements of the National School Breakfast/Lunch Program.
- Practices, methods, procedures, and strategies of management, organization, and supervision.
- Safe and sanitary working methods and procedures.

ABILITY TO:

- Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.
- Effectively and efficiently plan, organize, and direct the functions and activities of a comprehensive nutrition service program.
- Develop product and service specifications.
- Direct and coordinate the preparation of menus which create a balanced and nutritious diet for children of various age levels.
- Plan, organize, establish, and maintain appropriate, efficient and effective data management, storage, and retrieval systems.
- Communicate effectively in oral and written form.
- Understand and follow oral and written directions with minimal accountability controls.
- Establish and maintain cooperative organizational and community relationships.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Four years of supervisory experience coordinating and directing a comprehensive nutrition service program, two years of which must have been in a school district or large commercial operation.

EDUCATION:

Verification of a Bachelor's Degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Registered Dietitian preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier.
- A ServSafe/Managers Certificate is required at the time of employment and must be renewed every five years.

WORKING CONDITIONS:

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical activities that persons performing service within this classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will frequently walk, stand or sit for extended periods of time, and may occasionally involve ascending and descending ladders, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Revision Date: 10/14/2019

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**