

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

QUALIFICATIONS

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.

PHYSICAL DEMANDS

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.

EXPERIENCE AND EDUCATION

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.

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.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Certificates: A ServSafe/Managers Certificate is required at the time of employment and must be renewed every five years.

Condition of Employment: Insurability by the District liability insurance carrier may be required.