

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES DIETITIAN & KITCHEN SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition Services, assist in the coordination and management of the child nutrition services program; achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; oversee assigned personnel; provide information to others; schedule work assignments within established timeframes and standards; provide training and work direction to assigned staff.

RESPONSIBILITIES:

- Assists in the development of long- and short-range plans in relation to assigned administrative responsibilities (e.g., policies, procedures, staffing, materials, equipment, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Develops recipes and menus for the purpose of complying with federal and state nutrition requirements and district wellness policies and ensuring the safety of students with food allergies.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Serves as the co-chair for the district's Wellness Team
- Communicates with administrators, staff, and outside organizations for the purpose of resolving issues and conflicts and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Coordinates usage of various food products and procedural changes as necessary for the purpose of meeting central daily production requirements and other program guidelines and ensuring food products meet nutritional requirements.
- Coordinates with the Director for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Develops and implements promotional and marketing plans for the department based on the needs of the students, District, and community for the purpose of disseminating information and maintaining a positive public image of the department.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, and supporting other staff.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Inspects food production, warehouse, site storage, and serving areas for the purpose of ensuring healthful and sanitary conditions and maintaining compliance with local, state, and federal regulations.
- Maintains a variety of manual and electronic documents, files, and records (e.g., inventory, hardware and software upgrades, work orders, purchase requisitions, user and network information, production sheets, meal counts, menus, recipes, training materials, etc.) for the purpose of providing written support and/or conveying information.
- Orders food items, materials, equipment, and supplies for the purpose of maintaining inventory and ensuring availability of required items.

- Oversees the operation and maintenance of hardware and software used in child nutrition services (e.g., new applications, upgrades, updates, training, troubleshooting, etc.) for the purpose of ensuring proper and efficient use of system.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a variety of materials (e.g., reports, presentation and training materials, purchase requisitions, work orders, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to assigned responsibilities (e.g., overviews of programs/services, policies, and procedures, etc.) for the purpose of providing general information, training others, and implementing actions.
- Recommends policies, procedures, and/or actions for the purpose of meeting the district's goals and objectives.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Reviews and evaluates site meal counts for the purpose of ensuring necessary food items, equipment, utensils, and staffing levels are met for services and production requirements.
- Supervises assigned staff and department functions for the purpose of ensuring that the department functions in a safe and efficient manner, ensuring compliance with regulatory requirements, and maintaining a program of preventive safety.
- Trains and monitors the training of Child Nutrition Services staff for the purpose of providing direction and guidance and ensuring an exceptional child nutrition program.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business telephone and email etiquette
- Concepts of grammar, spelling, and punctuation
- Interpersonal skills using tact, patience, and courtesy
- Interviewing techniques and practices
- Job-related codes/laws/rules/regulations/policies
- Keyboarding
- Operating standard commercial kitchen equipment
- Methods of food preparation and serving
- Methods of quantity food preparation and handling
- Methods of supervision, evaluation, and training
- Modern office practices and procedures
- Operating standard office equipment including utilizing pertinent software applications
- Principles of food service management
- Recordkeeping and record retention practices
- Methods of meal planning and analysis
- Principles of nutrition
- Safety practices and procedures
- Use, care, and maintenance of modern kitchen and cafeteria service equipment.

ABILITY TO:

- Adhering to safety practices
- Applying job-related codes, regulations, and laws
- Operating standard office equipment including using pertinent software applications and office technology
- Operating tools, equipment, and materials used in a commercial kitchen
- Planning and managing projects
- Preparing and maintaining accurate records
- Using Microsoft Office software applications and Google based platforms.
- Troubleshooting, maintaining, and analyzing food service software, including menu planning and point-of-sale (POS) applications
- Assisting with kitchen prep and production
- Supporting volume food service
- Utilizing a wide variety of kitchen equipment
- Working independently with little direction

QUALIFICATIONS:

Any combination equivalent to a bachelor's degree in nutrition or closely related field and three years of increasingly responsible technical experience in the field of nutrition, nutrition education, nutrition policy development, and/or nutrition program development. School or school district experience is preferred.

CERTIFICATES & LICENSES:

Valid Registered Dietitian Credential preferred. ServSafe Manager or Food Safety Manager Certification accredited by the American National Standards Institute (ANSI).

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment
- Kitchen environment

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Standing for extended periods of time.
- Lifting, carrying, pushing, and/or pulling.
- Dexterity of hands and fingers

TERMS OF EMPLOYMENT:

Twelve month work year, Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY RANGE:

Placement on Classified Management & Supervisory Salary Schedule – Range 4.

*Job Description: Child Nutrition Services Dietitian & Kitchen Supervisor- Pg 3 of 3
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