

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Director of Child Nutrition Services (Classified Management)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Associate Superintendent of Business Services, the person holding this position is expected, to supervise, plan, organize, develop, and direct the District Child Nutrition department, supervise and train department staff, promote programs to students, staff and the general public, supervise and participate in the preparation, accounting and maintenance of all related financial records, statements, reports and cost studies; provides and maintains efficient and effective nutrition services to all schools in the District, and to do other related work as required.

SUPERVISOR: Associate Superintendent of Business Services

TYPICAL DUTIES:

Works cooperatively with other members of the Management Team in the formulation of district policies and their implementation.

Directs the preparation and control of the annual budget of the Child Nutrition Fund.

Directs and monitors the workflow of all department staff including, but not limited to; budget preparation and control records, data processing entry and reporting to the various budget and accounting systems, reports of expenditures and revenue, financial statements and reports, receipt, and disbursement of funds for all expenditures.

Oversees personnel in the receiving and distribution of products related to implementation of an effective food service program.

Trains, schedules, and supervises the duties of personnel in the Nutrition Department
Provides for monthly, quarterly, and annual financial reports, as required

Provides fiscal management of department resources, including analyzing financial and operating statements; maintains required fiscal records.

Directs and coordinates the procurement of food, supplies, and equipment; screens and approves all department requisitions.

Develops specifications for food, supplies, and equipment bids and quotations.

Reviews all bids and quotations and makes appropriate recommendations for purchase.

Assesses Nutritional Services needs and recommends purchase of new or replacement equipment.

Assesses needs, makes recommendations, and assists in planning of Nutritional Services facilities.

Liaison to and supervises reconciliation of district records internally and with those of the Office of the County Superintendent of Schools, State Department of Education, Santa Clara County, the cities of San Jose, and all other governmental agencies participating in nutrition services.

Works cooperatively with other agencies in the procurement and distribution of USDA commodity foods.

Acts as the coordinator/resource person for disaster feeding sites

Designs and supervises the instruction and training of department personnel; evaluates performance of department personnel.

Exercises supervision over site staff in production, service, lunchroom routine, and daily accountability practices.

Screens job applicants, interviews applicants, and recommends employment and assignment to schools in accordance with workload.

Conducts regular staff meetings and workshops

Directs the planning of menus and checks dietary balance, nutritional adequacy, and student acceptability for foods used; use of nutrient analysis and related software.

Acts as information source to administrators, department directors, supervisors, staff, and others regarding nutrition policies, procedures, standards, and requirements; consults with district administrators regarding department needs and nutrition education programs.

Meets with students, teachers, parents, vendors, employees, and community groups regarding department matters.

Applies for and implements food and nutrition grants

Works with, installs, and updates related software; troubleshooting related software and hardware.

Cognizant of current nutritional standards; provide meals of high-quality food that meet or exceed current nutritional standards.

Works with local growers to obtain locally grown fresh food, including, but not limited to fresh fruits and vegetables.

Does other related work as assigned

EMPLOYMENT STANDARDS

Knowledge of:

Principles of organization and administration as it applies to schools, business management, purchasing, school food service, and nutrition.

Accounting and financial record-keeping principles and procedures especially as they pertain to governmental and school district accounting

Modern office methods and practices including computer use, letter and report writing
Functions and basic clerical operations of an administrative office.

Techniques of supervision.

Institutional kitchen planning and food preparation equipment

Food production, including preparation, serving, holding, storage, sanitation, and safety
Menu planning, nutritional analysis, and marketing.

Maintaining cooperative working relationships with school district officials, staff, and the general public

Ability to:

Select and train personnel

Reason logically and think independently

Direct and supervise staff

Analyze situations accurately and decide upon appropriate action

Analyze situations accurately and adopt an effective course of action

Compose independently clear and accurate correspondence, memoranda, bulletins, and reports concerning department tasks

Use and understand data processing input and output

MINIMUM QUALIFICATIONS

Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts, business, or a related field; OR

Bachelor's degree in any academic major and at least five years of experience in management of a school food service program

Minimum one-year supervisory experience is required

Valid California driver's license

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Seldom = Less than 25%
2. Occasional = 26%-50%
3. Often = 51%-75%
4. Frequent = above 76%

- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
- b. Ability to stand for extended periods of time [4]
- c. Ability to see to read, prepare and proofread documents [4]
- d. Ability to hear and understand speech at normal level [4]
- e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
- f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
- g. Ability to lift 5-20 lbs. [4]
- h. Ability to carry 5-20 lbs. [4]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

WORKING ENVIRONMENT:

Office environment

Occasionally driving a vehicle to conduct work

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Revised: 08/13/2026 Bd Mtg