

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR OF SCHOOL NUTRITION

MANAGEMENT SALARY SCHEDULE

DIRECT SUPERVISOR: ASSISTANT SUPERINTENDENT BUSINESS SERVICES

DEFINITION: Under the limited direction of the Assistant Superintendent of Business Services or designee, plans, organizes, and directs the district Child Nutrition Program according to district policies and procedures, state requirements, and federal regulations. Supervises, trains, and evaluates food service personnel. Develops and maintains high standards of food preparation and service with emphasis on nutritional value, menu appeal, cost-effectiveness, and regulatory compliance.

DISTINGUISHING CHARACTERISTICS: The **Director of School Nutrition** is a department head level position responsible for the complete operational, administrative, and financial management of the district's Child Nutrition Program across all school sites.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this position. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Implements a school nutrition program with an emphasis on high quality daily meal plans that appeal to student appetite.
- Establishes and maintains a program that supports healthy food habits consistent with the District Student Wellness Policy/Regulations in support of educational goals and collaborates with school staff on wellness initiatives.
- Prepares and presents to the board of education updates on school nutrition programs and special projects.
- Oversees local sourcing programs, food waste reduction/composting, and ensures strict adherence to Buy American provision guidelines.
- Establishes quality standards for the presentation, taste, and service of food.
- Develop and implement scratch-made recipes and balanced menus to increase meal quality and student participation.
- Coordinates all kitchen equipment maintenance, replacement, and building repairs with appropriate school district personnel.
- Establishes and maintains the program budget while achieving financial objectives and

goals for the food service program.

- Maintains detailed records of income, expenditures, food supplies, inventory, personnel, and equipment.
- Oversees formal bidding processes (RFPs), vendor selection, contract enforcement, and procurement compliance in alignment with local, state, and federal standards.
- Identifies, applies for, and manages state, federal, and private nutrition grants (e.g., kitchen infrastructure and farm-to-school grants).
- Enforces federal and state regulations regarding nutritional standards, reports, and recordkeeping for the preparation of all records required for state and federal audits, Administrative Reviews, and program evaluations.
- Oversees the administration of the district's Free and Reduced-Price Meals program according to federal and state regulations.
- Manages online meal applications, state reporting, and compliance for the Free and Reduced-Price Meals program.
- Schedules, supervises, trains, and evaluates all school nutrition personnel.
- Ensures department compliance with USDA Professional Standards for Child Nutrition Professionals, including tracking and completing annual continuing education/training requirements.
- Maintains high standards of sanitation and safety in accordance with local health codes and Hazard Analysis Critical Control Point (HACCP) principles.
- Develops, trains, and integrates employee safety regulations into all phases of the school food service operation.
- Ensures compliance with collective bargaining agreements and participates in labor relations and grievance resolution as needed.
- Uses public relations techniques to publicize and promote the nutrition integrity of school meals to children, personnel, and the community.
- Serves as an effective team leader within the district and maintains positive relationships with vendors and community partners.
- Coordinates emergency feeding operations during local emergencies, school closures, or natural disasters.

OTHER DUTIES:

- Performs other job-related duties as assigned by the supervisor.
- Stays updated on relevant laws, regulations, and policies related to areas of assignment.
- Participates in required District trainings and meetings.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options:*

- **OPTION 1:** Graduation from an accredited four-year college or university with a major in food service management, nutrition, dietetics, hospitality management, business administration, or a closely related field **AND** a minimum of three (3) years of professional-level, increasingly responsible experience in food service management (experience in a school district or public agency setting is highly desirable). **OR**
- **OPTION 2:** A combination of equivalent education, supplemental coursework, and three (3) years of successful experience in a similar food service management role substituting for the bachelor's degree.
- Must meet state and federal hiring standards under the **USDA Professional Standards for School Nutrition Professionals** based on district student enrollment.

Licenses and Other Requirements:

- Valid Food Safety Manager Certification from an accredited provider.
- Valid California Driver's License.
- Compliance with mandatory USDA annual continuing education/training hours.
- Valid CPR and First Aid Certification (Desirable).

Knowledge:

- Requirements, rules, and regulations governing K–12 Child Nutrition Programs.
- Quantity food production, recipe scaling, menu planning, and serving techniques.
- Food safety, sanitation, HACCP guidelines, and public health codes.
- Financial management, budgeting, revenue analysis, and public procurement regulations.
- Modern specialized food service software and technology, including Point of Sale (POS) systems, inventory management software, online meal portals, and nutrient analysis/menu planning software.

Skills and Abilities:

- Interpret nutrient analysis spreadsheets and design compliant, appetizing menus.
- Maintain complex records and submit accurate web-based state and federal reports.
- Read, write, understand, and communicate effectively in English.
- Learn quickly, work independently, and execute oral and written instructions.
- Prepare comprehensive reports, budgets, grant applications, and written correspondence.
- Build positive public relations and communicate effectively with media, parents, staff, and students.
- Lead, train, schedule, and evaluate staff effectively.
- Problem-solve critically, logically, and calmly under pressure.

DESIRABLE QUALIFICATIONS:

- Experience managing school nutrition programs in a California K–12 public school district.

- Master's degree or registered dietitian (RD) status.

PHYSICAL AND MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Remain in a stationary position or stand for extended periods of time.
- Regularly move about to access equipment and machinery and outside to access other areas of the site, and travel to other sites.
- Regularly operate food services equipment, computer and other office productivity machinery, such as a calculator, copy machine, and printer.
- See for the purpose of reading menus, instructions, labels, discern the accuracy of reports and documents, computer screen, safe operation of equipment, and monitor students and food quality and quantity.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas so others will understand and exchange accurate information, one to one, by telephone, and email.
- Bend at the waist, kneel, and crouch.
- Lift, push and pull moderately heavy food trays, carts, materials and supplies.
- Dexterity of the hands and fingers to operate nutrition service equipment, computer, and POS system.
- Reach in all directions.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs., with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions
- Operate a vehicle, observing legal and defensive driving practices.

WORKING CONDITIONS AND HAZARDS:

Primarily assigned to an indoor office environment, subject to prolonged periods of time working at a computer terminal. Drives to and from district office and school sites.

Also assigned to Indoor kitchen/cafeteria environment where significant health and safety considerations exist from physical labor, equipment, and materials in conditions that vary in temperature and stability including burns from hot surfaces, equipment, and liquids; cuts from knives and other sharp objects, potential fire and electrical hazards, and exposure to solvents and detergents. Will work in cold temperatures such as walk-in refrigerator or freezer and heat while in a kitchen with ventilation. May be assigned to serve food at outdoor locations with exposure to the sun, heat, and inclement weather.

NOTE: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.*