



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** DIRECTOR III, NUTRITION SERVICES

**WORK YEAR:** 12 Months

**VACATION:** 27 Days

**REPORTS TO:** Chief Business Officer,  
Business Services & Governmental Relations

### **BASIC FUNCTION:**

Under direction of the Chief Business Officer, plan, organize, direct, staff and manage the food services programs of the District including coordinating activities with school principals, administrators, PTA Council, community groups and assigned food service staff to provide nutritious healthy choice meal programs to the students of the District.

### **REPRESENTATIVE DUTIES:**

- Plan, organize, direct and manage the overall activities and operations of the District food service programs.
- Administer the procurement of food, supplies and equipment used in various programs.
- Oversee the preparation of product specification of perishable food products, supplies and equipment for purchasing; evaluate pricing of perishable quotations and award to vendors.
- Coordinate product specifications storage and delivery of food products and supplies.
- Develop and implement policies, programs and procedures for food services for the District and internal operations.
- Prepare and direct the preparation of budgets, reports, surveys, and statistical analysis.
- Exercise fiscal control of the food service departments by money collection, accountability systems and banking.
- Train, hire, evaluate and counsel employees; recommend personnel actions.

- Consult with District management personnel, school site personnel and customers regarding the services provided.
- Manage the operation of the departments computerized systems including free and reduced eligibility application process, point of sale systems, kitchen sites and the central office, inventory, bids, and purchasing systems, accounting and general ledger programs, E-Mail and labor module program, and nutritional analysis of menu offerings.
- Coordinate Food Service program/concerns with parents, staff, vendors, distributors, and community representatives to assure positive customer relations including staff training and development of department employees.
- Coordinate Nutritional Education programs with site administrators, dietitians and students.
- Oversee distribution of USDA commodities to processors, distributors and school sites.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Principles and methods of modern public and business administration in management.
- Objectives and operating techniques of a school district.
- Office management principals and practices.
- Basic financial procedures.
- Personnel administration and management.
- Federal and State laws regulating food service operations, purchasing and kitchen design.

**ABILITY TO:**

- Plan, organize, and direct Food Service operations.
- Analyze situations accurately and adopt effective courses of action.
- Prepare clear and comprehensive reports.
- Communicate effectively both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective relationships with other departments, parents, community, school administrators and other contract personnel.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR Bachelor's degree in any academic major, and State recognized certificated for school nutrition directors; OR Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition programs.

### **PHYSICAL**

- Ability to push, pull, and transport instructional and/or presentation materials. Seeing to read a variety of materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.

### **MENTAL:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.

### **ENVIRONMENT:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

### **WORKING CONDITIONS:**

- Office environment
- Demanding time lines
- Subject to frequent interruptions and contact with other employees