

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR OF NUTRITION SERVICES, PURCHASING AND DISTRIBUTION

PRIMARY FUNCTION: To plan, coordinate and direct nutrition services, purchasing and distribution operations for the District.

DIRECTLY RESPONSIBLE TO: Associate/Assistant_Superintendent, Business Services

MAJOR DUTIES AND RESPONSIBILITIES:

Supervise, assign, train and evaluate assigned personnel.

Confers with school administrators to coordinate operational activities.

Directs the preparation of necessary correspondence.

Evaluates and improves physical layout and work procedures.

Develops and oversees departmental budgets.

Explores revenue opportunities advantageous to the District.

Performs other related duties as assigned.

Prepares oral and written reports.

Food Service:

Directs a self-supporting food service program applying principles of nutrition and management, menu planning, food preparation and service.

Provide administrative guidance in compliance and management for National School Lunch/Breakfast Programs.

Oversee maintenance of equipment and food service facilities involved in the food service program and replace as necessary.

Responsible for procuring food and supply items through cooperatives or best pricing vendors.

Implements health and sanitation standards.

Conducts staff meetings to review menus, food costs and operational procedures.

Maintains departmental records, plans food service layout for new plant facilities and equipment.

Determines needs and purchases food service supplies.

Coordinates and implements nutrition education in the classroom.

Use initiative in devising and adopting new methods to improve the school food service program.

Purchasing:

Organizes a system for site deliveries from vendors for office and school supplies.

Writes proposals, with the assistance of Technology staff, for the acquisition of funds (i.e. E-rate) for various District projects.

Responsible for purchasing office and classroom furniture (for example: chairs, desks, tables) and uses "Piggy Back" bids for best cost value.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Purchasing: (continued)

Confers with vendors and contractors for outsourcing of copy materials.

Responsible for leases of computers, copiers and other required equipment.

Meets with administrators and other District personnel in relation to school and office supplies, bids and materials.

Advises on purchases and purchasing procedures and requirements.

Determines priority of requisitions.

Traces missing deliveries and researches new products.

Directs the purchase and utilization of equipment.

Prepares recommendations of awards.

Distribution:

Manages the inventory of all District assets.

Coordinates the distribution of technology and equipment.

Manages the distribution for all food and non-food supplies delivered to sites.

MINIMUM QUALIFICATIONS:

Knowledge of current principles used in managing a food service program; nutrition and food management and food preparation, equipment, procedures in food service operation; applicable health and sanitation requirements.

Experience in food storage and distribution; budget preparation, cost analysis, equipment, replacement scheduling; menu planning - Type A lunch program and its implementation; California Public School experience.

Ability to direct a school food service program.

Ability to organize and audit large scale food service activities; develop balanced and attractive menus.

Ability to develop specifications for foods, supplies and equipment and complete advantageous purchasing arrangements.

Ability to analyze and interpret financial and operational data and identify and correct areas of inefficiencies.

Knowledge of principles and practices of administration, supervision and training.

Knowledge of budget preparation and control.

Knowledge of bid procedures.

Knowledge of purchasing regulations and procedures for the public sector.

Effective oral and written communication skills.

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DESIRABLE QUALIFICATIONS:

Ability to work positively with supervisors and subordinates.

Bilingual/ Biliterate English/Spanish.

Registered Dietician.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of a Director of Food Service, Purchasing and Distribution. These physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position.
2. Manual dexterity sufficient to write, use the telephone and business machines.
3. Vision sufficient to read printed materials and computer screens.
4. Hearing sufficient to communicate in person and hold telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead.
7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations.
8. Physical strength sufficient to lift 25 pounds.
9. Ability to sit for prolonged periods of time.
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.
The work year for this position is 221 days.

Adopted: 5/11/77

Revised: 4/22/86; 9/12/89; 1/21/98;3/15/00; 10/20/04; 05/19/2021