

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DIRECTOR CHILD NUTRITION SERVICES**

**BASIC FUNCTION:**

Under th

food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies.

Plan, organize and direct food service cashiering and accounting functions; assure proper distribution, collection and marking of lunch tickets; review and verify accuracy of receipts and transactions; prepare, receive and verify bank deposits; review subordinate records, reports, receipts and transport sheets for accuracy and completeness; identify and resolve discrepancies.

Coordinate and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Implement programs to provide food service for special school related and community events and occasions; coordinate and direct the development of new foods and other products.

Develop and implement weekly menus according to established portion control and recipe guidelines and health and nutrition requirements; calculate and adjust recipes for new menu items as directed; coordinate and direct catering functions for special school events as needed.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.  
Technical aspects of field of specialty.  
Food service organization, operations, policies and objectives.  
Principles and practices of administration, supervision and training.  
Budget preparation and control.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Mathematic calculations.

**ABILITY TO:**

Plan, organize, control and direct food service operations and activities.  
Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities.  
Supervise and evaluate the performance of assigned personnel.  
Assure proper and timely resolution of food service issues, conflicts and discrepancies.  
Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.  
Provide consultation concerning food service operations and activities.  
Develop and implement menus in compliance with portion guidelines and nutrition requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.