



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Director, School Nutrition Program	Work Year:	260	Reports to:	Assistant Superintendent of Business Services
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Primary Function Under the direction of the Assistant Superintendent of Business Services, plan, organize, control, and direct the operations of District School Nutrition Program. This position ensures the compliance with all federal, state, and local regulations, while delivering safe, nutritious, and appealing meals to students. The Director oversees all aspects of the School Nutrition Program, including staff supervision, menu development, budget management, procurement, grant acquisition, community partnerships, and professional development. The Director also serves as the allergy and nutrition specialist of the District. Finally, the Director leads initiatives in equipment and kitchen facility modernization. assure a safe and efficient work environment and economically sound operations; train and supervise the performance of assigned personnel.

Essential Job Functions:

- ❖ Plan, organize, control and direct District-wide School Nutrition Program operations;
- ❖ Develop and implement goals, objectives, policies, and procedures related to District school nutrition program and local and state health laws.
- ❖ Serve as the District's authorized representative to establish procedures, standards, and records necessary to comply with USDA, local, State laws and Board policies regulations related to school nutrition programs.
- ❖ Train, direct, supervise, and evaluate the performance of assigned personnel;
- ❖ Coordinate and conduct in-services and school nutrition program training programs;
- ❖ Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services, Superintendent and Board regarding school nutrition program operations;
- ❖ Assist in the formulation and development of programs to ensure an economical, safe, and efficient work environment;
- ❖ Plan, organize and implement long and short-term nutrition education programs and training activities designed to enhance student health and school nutrition program and services;
- ❖ Oversee menu planning and recipe development to ensure meals meet federal and state nutrition standards, including the design of specialized menus for students with severe allergies, medical diets, or other food restrictions.
- ❖ Serve as the allergy and dietary specialist for the school nutrition program.
- ❖ Organize and monitor the purchasing, ordering, receiving, distribution and storage of food and related supplies and equipment to school sites.
- ❖ Utilize data and reporting systems to support decision making and program improvements.
- ❖ Monitor ordering, receiving, inventory, and distribution of food, supplies, and equipment to ensure adherence to procurement regulations.
- ❖ Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to school nutrition program activities and personnel;
- ❖ Submit report to appropriate departments and agencies to assure State and federal expense reimbursements;
- ❖ Maintain audit readiness and implement continuous improvement practices.
- ❖ Communicate with other administrators, personnel, vendors, students, parents, and outside organizations to coordinate school nutrition program activities;

- ❖ Create and maintain a positive and mutually beneficial partnerships with local agencies/farms/vendors, nutrition advocacy groups, and industry coalitions
- ❖ Build and sustain strong relationships with students, families, staff, district and site administrators and other community partners to promote participation, support student well-being, and align with the educational goals of the district.
- ❖ Develop and prepare the annual preliminary budget for the Department; Analyze and review budgetary and financial data to ensure fiscal accountability.
- ❖ Support sustainability and waste reduction efforts in accordance with local, state and federal guidelines.
- ❖ Coordinate emergency meal service operations as needed.
- ❖ Plan for the construction of new kitchen facilities and remodeling of existing kitchen facilities; Ensure maintenance and replacement of equipment to support safe, efficient, and modern operations.

Education and Experience:

(Per CDE [Management Bulletin SNP-12-2025](#))

- Bachelor's degree, or equivalent educational experience, with academic major or concentration 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 at least two years of relevant School Nutrition Program (SNP) experience; **or**
- Associate degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least two years of relevant SNP experience; **or**
- High school diploma or Tests for General Educational Development (GED) and 10 years or more of SNP experience.
- Must have completed at least eight hours of food safety training within five years prior to their starting date or complete eight hours of food safety training within 30 calendar days of their starting date. (Title 7 Code of Federal Regulations Section 210.30[b][1](v)).

Skills, Knowledge and/or Abilities Required:

Skills to prepare food in large quantities, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use standard office equipment including computer, communicate effectively.

Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements.

Abilities to stand/walk for prolonged periods, understand and carry out oral and written instructions, communicate and direct other personnel. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications:

- Valid California Class C driver's license.
- Criminal Justice Fingerprint Clearance

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SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP	=	Not Present - Does not exist
O	=	Occasionally - Up to 1/3 of the time
F	=	Frequently - From 1/3 to 2/3 of the time
C	=	Constantly - 2/3 or more of the time

1. **STRENGTH:**

A. Standing	40%
Walking	45%
Sitting	15%

B. Lifting	F	35 lbs
Carrying	F	35 lbs
Pushing	F	20 lbs
Pulling	F	20 lbs

2. CLIMBING:	O
BALANCING:	O

3. STOOPING:	O
KNEELING:	O
CROUCHING:	O
CRAWLING:	NP

4. REACHING:	F
HANDLING:	F
FINGERING:	O
FEELING:	O

5. **TALKING:**

Ordinary	C
Other	O

HEARING:

Conversations	C
Other Sounds	O

6. **SEEING:**

Acuity, Near	C
Acuity, Far	F
Depth Perception	O
Accommodation	O
Color Vision	O
Field of Vision	O

7. **PHYSICAL DEMANDS RATING SUMMARY:** Heavy Work: 2 3 (4) (5) (6)

(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. **PHYSICAL DEMAND COMMENTS:** Examples of lifting/carrying/pushing/pulling are #10 cans, trays, carts, hand trucks, reaching/handling are stocking supplies, chopping tomatoes, talking/hearing are normal conversations, visual acuity is monitoring kitchen and students.

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SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP	=	Not Present in the Job Environment
S	=	Seldom - Under 5% of Work Day
O	=	Occasionally - Up to 1/3 Time
F	=	Frequently - From 1/3 to 2/3 Time
C	=	Constantly - 2/3 or More Time.

1. **ENVIRONMENT:**

Inside 100% Outside 0%

"Mechanical Hazards" = Mixers, slicers

"Electrical Hazards" = Electrical appliances

"Burn Hazards" = Ovens, steam tables

"Other Hazardous Conditions" = Wet surfaces (slipping)

2. **EXTREME COLD:**

S

"Extreme Cold" = Walk in freezer/coolers

3. **EXTREME HEAT:**

S

"Extreme Heat" = Stoves, ovens, fryers

4. **WET/HUMID:**

S

5. **NOISE:**

80 decibels

VIBRATION:

S

"Noise" = Normal working conditions, kitchen

"Vibration" = Mixers

7. **ATMOSPHERIC CONDITIONS**

Fumes S

Mists S

Odors S

Gases NP

Dusts O

Poor Ventilation O

Other Atmospheric Hazards NP

"Fume Exposure" = Cleaning solvents

"Mists" = Boiling water, dish water

"Odor Exposure" = Oven cleaners, bleach, cleaners

"Dust Exposure" = Flour, pollen

"Poor Ventilation Conditions" = A problem if Window is closed or fan is off

6. **HAZARDS:**

Mechanical S

Explosives NP

Electrical S

Radiant Energy NP

Burns S

Other Hazard/s O

8. **PROTECTIVE CLOTHING- DEVICES:** Latex/mesh gloves, hair nets, back braces, aprons.

9. **E.C. SUMMARY:** Inside Work 2 3 4 5 6 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.