New Position – Nutrition Services Director  

Meeting Date: June 22, 2022

Background:
In the 2020/21 school year, Nord Country School began their own Nutrition Services Program. To be conservative, the only staff hired for this new program was a Cafeteria Manager. Supervision and administration of the program was taken on by Kathy Dahlgren and Lisa Speegle, with Lisa Speegle acting as the Nutrition Services Director.

In our first year of operations, we served over 12,000 meals and the program paid for itself in full, resulting in an excess of $5700. With our second year of operations came the news that all students would receive two free meals per day. This resulted in our serving 28,265 meals and closing the year with a balance of approximately $30,000 in the Cafeteria Fund.

Information:
To be done well, the Nutrition Services Director position requires someone with the time and experience to properly support the Cafeteria Manager. We propose that this program can now support a part-time Nutrition Services Director. We estimate that the position will require roughly 10 hours per month on average, with the first year exceeding this average due to the need for development of proper procedures.

Attached please find a proposed job description and pay range for the new position. The pay range was determined using the CUSD Nutrition Services Supervisor salary and converting that starting salary into an hourly wage, then using that hourly wage as the starting wage on our standard hourly pay schedule.

Agenda:
This item is on the Consent Calendar for approval. Please contact Kathy or Lisa with any questions or concerns you may have.


Qualifications: Under the general direction of the Principal/Superintendent, the Nutrition Services Director plans, organizes, develops, and directs the School Nutritional Program, supervises and trains the Cafeteria Manager, complies with federal and state guidelines, maintains financial/meal count records, promotes programs to staff and the public, and provides and maintains efficient and effective food and nutrition services to Nord Country School. As a member of the Administrative Team, works cooperatively in the formulation and implementation of school policies and procedures.

The minimum criteria for a Nutrition Services Director candidate includes: a B.S. degree or its equivalent, 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 other such qualifications that meet the Minimum Education Standards for the position as defined by the State of California.

Job Goals: To develop and maintain an exemplary Nutrition Program which operates within budget and serves appealing, nutritious meals to students and staff. To work with CDE staff to ensure full audit compliance for the Program.

Responsibilities: The essential duties include, but are not limited to, all aspects of State Nutrition Program audit and compliance to ensure federal and state funding streams continue without interruption; in cooperation with the Office Manager and the CBO, all aspects of FRPM Household Application distribution, collection, approval/denial, and verification; all aspects of training and supervision of the Cafeteria Manager; develop clear, concise policies and procedures to ensure the future success of the Nord Country School Nutrition Program; in cooperation with the Admin Team, the Facilities Manager and the Cafeteria Manager, all aspects of maintaining a safe, efficient and effective kitchen work environment; in cooperation with the Cafeteria Manager, all aspects of purchasing and procurement.

Other Duties and Responsibilities: Performs other duties as assigned, including special assignments during crises or emergency situations as determined by the Principal/Superintendent.

Employment Terms and Conditions: This is not a full time position. Hourly pay ranges from $30 per hour at Step 1 to $39.85 at Step 20. This is a new position and the current estimate is that the position requires approximately 8 to 10 hours per month on average, with some months requiring more time and other months requiring less time. The Nutrition Services Director, as a Professional, will determine a schedule and a work location (on or off site) that best serves the needs of Nord Country School. At least once per month, the Nutrition Services Director will schedule a meeting with both the Cafeteria Manager and the Principal/Superintendent for program updates.