



# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue

Pacific Grove, CA 93950

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May 9, 2023

## NOTICE CLASSIFIED MANAGEMENT VACANCY

**QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW**

### **POSITION: SCHOOL NUTRITION DIRECTOR – Bilingual applicants preferred**

*Under the direction of the superintendent or designee, plans, organizes and directs the district Child Nutrition Program according to policies and procedures, and federal/state requirements. Supervises and trains food service personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value.*

#### **POSITION**

#### **CRITERIA:**

*The most qualified candidates will meet the job description requirements and the following criteria:*

- Implements a customer service driven philosophy with education partners such as administrators, teachers, parents, and students that focuses on nutrition, nutritional education, value, and satisfaction
- Establishes a program that supports healthy food habits consistent with the District Student Wellness Policy and Regulations
- Establishes quality standards for the presentation and service of food
- Maintains high standards of sanitation and safety
- Maintains an efficient and cost-effective food service operation and a high-quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel
- Maintains records of income and expenditures, food supplies, personnel and equipment
- Develops, trains, and integrates employee safety regulations into all phases of the school food service operation
- Establishes and maintains the program budget while maintaining financial objectives and goals for the food service program
- Maintain continuing education/training for state and federal program compliance
- Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures
- Enforces federal/state regulations regarding nutritional standards, reports, and records
- Knowledgeable about food and nut allergies
- Prepares and maintains all records for required audits and reviews
- Oversees the administration of the district's free and reduced-price meals program according to federal regulations
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel
- Present comprehensive information in public forums
- Other duties as assigned

#### **EFFECTIVE: ASAP**

#### **REQUIREMENTS:**

Education and experience equivalent to graduation from an accredited four-year college or university in food service management, nutrition, family and consumer sciences, nutrition education, culinary arts, business or a closely related field and a minimum of one year of professional level experience in foodservice management is required. OR a combination of three years of experience in a similar role, education, and supplemental coursework may be substituted for the degree. Must meet USDA recommended minimum standards. Three years of successful experience in foodservice management; experience in schools is desirable. A minimum of 8 hours of food safety training is required within 5 years prior to the hiring date or completed within 30 days of hire. A valid Certification of the National Registry of Food Safety Professionals having completed and passed the Food Safety Manager Certification Examination. Possession of a valid California Driver's license is required. Valid CPR/First Aid Certification is desired.

#### **WORK DAYS:**

**220 per year ~ an exempt and salaried classified management position with an anticipated work schedule of Monday through Friday 7:30am-4:30pm (8 hours a day/5 day a week)**

#### **SALARY AND**

#### **BENEFITS:**

1.0 FTE, Placement according to the PGUSD Management Salary Schedule for School Nutrition Director.

Ranges from \$ 102,441 - \$ 131,520. Placement based on experience. Benefits include partially paid health, dental and vision insurance, a cell phone allowance, car allowance and employer paid life insurance policy.

#### **DEADLINE:**

**Tuesday, May 23, 2023 – New Close Date**

#### **APPLICATION:**

Please submit a complete application packet online at [www.edjoin.org](http://www.edjoin.org):

Pacific Grove Unified School District  
Human Resource Department  
Billie Mankey, Director II, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950  
PHONE: 831-646-6507 FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)

A complete management application package includes a cover letter, edjoin application, current résumé, copy of College degree(s), copy of transcripts and 3 current (within last year) letters of recommendation.

**District employees need only submit a letter of interest (updated résumé and copy of College degree is recommended)**

**\*\* Incomplete application packets will not move forward \*\***

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.