

MT. DIABLO UNIFIED SCHOOL DISTRICT
Position Description

Child Nutrition Program Manager

SUMMARY DEFINITION: Under the general direction of the Director of Food and Nutrition Services, provide comprehensive program management for Child Nutrition programs within the Food and Nutrition Services Department, including the National School Lunch Program, Child and Adult Care Food Program, and the Seamless Summer Option. Manage special meal accommodations for students; oversee Meal Applications and Provision programs; and serve as a Department liaison for community based organizations and afterschool programs to coordinate afterschool and summer meals. Working closely with the Food and Nutrition Services' management team, ensure accuracy of stock items and nutritionals in the Department's menu planning software and prepare nutritional analysis reports.

ESSENTIAL FUNCTIONS:

E = Essential Functions

- Coordinate special meal accommodation for students with food allergies and/or disabilities that require food substitutions. Maintain all menu documentation as needed for Administrative Review. **(E)**
 - Speak to families, nurses, medical providers, and Food and Nutrition Services staff to ensure accommodations meet student needs.
 - Work with Culinary Manager and Area Supervisors to develop menus that meet the needs of students who require special meal accommodations.
- Oversee Meal Applications, Direct Certification, annual Verification process and applications for Provision programs for eligible school sites. **(E)**
- Work closely with the Food and Nutrition Services Business Analyst to update and maintain records in the California Department of Food and Nutrition Services' Child Nutrition Payment Information System (CNIPS). **(E)**
- Working with the Warehouse and Operations Manager and the Culinary Manager, provide support and oversight to the Food Warehouse Coordinator to ensure accuracy of stock items and nutritionals in the Department's menu planning software. **(E)**
 - Prepare monthly Nutritional Analysis reports and post to the Department Website.
 - Serve as a liaison between Food and Nutrition Services and school nurses for any questions related to menu nutritionals.
- Act as a liaison between Food and Nutrition Services and community based organizations and afterschool programs to set up after school meal programs and summer feeding programs at eligible schools. **(E)**
 - Lead Summer meal service planning for Food and Nutrition Services on an annual basis.

- Analyze new legislation and determine the impact on MDUSD's meal programs; develop materials to communicate guidelines and/or changes to FNS central office and field staff.
- Develop and provide training to FNS staff and school/program staff who provide direct support in the meal programs on all matters related to compliance, reporting, procedures and documentation related to the Child Nutrition programs.
 - Develop, maintain and deliver new employee orientation training for all new permanent staff and substitutes.
- Work closely with the Director of FNS and the management team to monitor program compliance and prepare all documentation necessary for audits and Administrative Reviews from the California Department of Education.
 - Track and audit Site Monitoring Reviews as required for NSLP, CACFP, and SSO.
- Represent Food and Nutrition Services on District Wellness Committee
 - Draft and update Wellness Policy to ensure compliance with relevant policies and laws
- Support and work in school kitchens as needed to monitor and/or correct compliance issues as well as provide training and technical assistance to site staff
 - Support Food and Nutrition Services special events as needed
- Oversee Department communications functions including website, social media, print materials, and public facing menus
- Monitor the work of the support staff as assigned; select, train, and evaluate staff.

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Bachelor's Degree in business, nutrition, dietetics, or a related field from an accredited University
- Minimum 2 years of related professional-level increasingly responsible experience in program management, preferably in a school setting
 - Substitution: Up to 4 years of education requirement may be substituted for additional relevant work experience on a year-by-year basis

Knowledge of:

- Federal and State regulations and policies pertaining to the operation of the Child Nutrition Programs and various nutritional, operational and financial procedures as prescribed by the US Department of Agriculture and the California Department of Education
- Food allergies and substitutions
- Effective supervisory, administrative and managerial practices
- Effective training and teaching principles, with an emphasis on adult learners

Skill in:

- Computer skills including Microsoft Office Suite, Google Suite, and menu planning/inventory management software
- Effective written and verbal communication
- Strong interpersonal skills including tact, patience and courtesy

Ability to:

- Plan and organize work to meet established schedules and deadlines
- Work effectively across multiple functions and roles within a complex organization
- Plan, coordinate and direct work of subordinates, consultants, and partners

License and Certificates:

- Valid CA Driver's License
- Must be able to qualify for a ServSafe Certificate

DMA Salary Range 4

261 Days

Approved MDUSD Board of Education February 2025 (pending)