

FAIRFAX SCHOOL DISTRICT

The Fairfax School District is currently seeking applicants for the following **Classified Confidential Management** position:

Open and Promotional Director of Nutrition Services

- Child Nutrition Management Certificate or equivalent successful experience in a school food service management position (Required)
- Serve Safe Certification (Required)
- Advanced Degree in Child Nutrition (AS/AA/BS/BA) (Preferred)
- Knowledge of:
 - Food preparation
 - Cafeteria budgets and accounting
- Ability to:
 - Demonstrate and teach quantity food preparation;
 - Supervise, direct, coordinate and evaluate food service staff;
- Assume leadership and responsibility for the total operation of the food service program.
- Maintain good personnel relations; cooperate with Principals and school staff, students, parents and community in implementing nutritional and educational goals of the district.

Interested parties may submit an application at www.edjoin.org. Applicants must meet all requirements of the job description. Job descriptions and salary schedules are available on the district website at www.fairfax.k12.ca.us.

Posting Date: Tuesday, August 10, 2021

Closing Date: Tuesday, August 17, 2021 at 3:00 PM

Contact: Lauren Rodriguez, Human Resources Technician x5119,
lcrodriguez@fairfaxsd.us

PLEASE POST

FAIRFAX SCHOOL DISTRICT
1500 S Fairfax Road
Bakersfield, California 93307
(661) 366-7221-FAX (661) 366-1901

JOB DESCRIPTION

JOB TITLE: Director of Nutrition Services

JOB SUMMARY:

To implement District nutritional and related goals by administering school food service program in an effective and fiscally responsible manner.

REPORTS TO:

Superintendent

TERMS OF EMPLOYMENT:

- 260 work days contracted.
- Eight (8) hours per day, five (5) days per week, according to current school schedules.
- Classified Management/Confidential Salary Schedule

REQUIRED QUALIFICATIONS:

Knowledge of:

- Food preparation
- Cafeteria budgets and accounting

Ability to:

- Demonstrate and teach quantity food preparation;
- Supervise, direct, coordinate and evaluate food service staff;
- Comply with appropriate cleanliness standards, health and dress codes;
- Pass the Pre-Employment physical; and possess TB clearance.

Experience:

- Three years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional, or school food service facility setting, including one year in a lead capacity.

Education:

- Child Nutrition Management Certificate or equivalent successful experience in a school food service management position (Required)
- Serve Safe Certification (Required)
- High School Diploma (Required)
- Advanced Degree in Child Nutrition (ex. AS/AA/BS/BA) (Preferred)

ESSENTIAL FUNCTIONS OF THIS POSITION:

- Assume leadership and responsibility for the total operation of the food service program.
- Maintain good personnel relations; cooperate with Principals and school staff, students, parents and community in implementing nutritional and educational goals of the district.
- Train, supervise, evaluate and document performance of the food service workers in their areas of responsibility.
- Serve as a resource person for school staff in coordinating the school food service program with curriculum.
- Maintain and promote high standards of quantity food preparation and service.

- Enforce state and local regulations applicable to school food service operations.
- Plan and implement work schedules for food service staff.
- Control and manage food and labor costs.
- Handle and account for all monies, tickets, lunches and labor hours of food service staff.
- Maintain accurate records and inventories.
- Order, receive and store: food, surplus commodities, equipment, and supplies, recognizing specified standards and grades and reconciling discrepancies.
- Use and supervise use of standardized recipes, weights and measures.
- Promote proper care and operation of facilities/equipment and use of supplies.
- Update personal professional skills through in-service training and participation in other continuing educational activities.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

Percent 1-100	
▪ 5%	Ability to bend and twist, kneel and stoop, run and crawl.
▪ 5%	Ability to lift 50 lbs.
▪ 5%	Ability to carry 50 lbs.
▪ 5%	Ability to reach in all directions.
▪ 10%	Ability to stand and circulate for extended periods of time.
▪ 10%	Ability to hear and understand speech at normal levels.
▪ 20%	Ability to work at a desk, conference table or in meetings of various configurations.
▪ 20%	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
▪ <u>20%</u>	Ability to communicate so others will be able to clearly understand normal conversations.
100%	Total

Other related functions of this position:

- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified.

ADOPTED BY THE FAIRFAX BOARD OF TRUSTEES: APRIL 11, 2013

Fairfax School District

2020-2021

Classified Confidential

Board Approved 11/14/2019 (effective 1/1/2020)

1.0165

Step		1	2	3	4	5	6	7	8	9	10	11					
	Salary Schedule	Work Days per year	Holidays	Total Days	Months Paid												
<u>Management</u>																	
Director of Fiscal Services	06-0001	246	14	260	12	Monthly	\$8,066	\$8,300	\$8,541	\$8,789	\$9,044	\$9,305	\$9,574	\$9,850	\$9,949	\$10,049	\$10,150
<i>CPA Stipend: \$500 per month</i>						Hourly	\$46.53	\$47.89	\$49.28	\$50.71	\$52.17	\$53.68	\$55.23	\$56.82	\$57.40	\$57.98	\$58.56
Director of Nutritional Services	08-0001	246	14	260	12	Monthly	\$4,370	\$4,601	\$4,842	\$5,097	\$5,366	\$5,649	\$5,945	\$6,258	\$6,587	\$7,564	\$7,640
Director of Maintenance, Operations & Transportation						Hourly	\$25.21	\$26.54	\$27.93	\$29.41	\$30.96	\$32.59	\$34.30	\$36.10	\$38.00	\$43.64	\$44.08
Director of Parent Education & Resource Center (PERC)	02-0001	200	13	213	11	Monthly	\$3,905	\$4,112	\$4,328	\$4,556	\$4,796	\$5,048	\$5,313	\$5,593	\$5,887	\$6,760	\$6,828
<i>Monthly based on 11 months</i>						Hourly	\$25.21	\$26.55	\$27.94	\$29.41	\$30.96	\$32.59	\$34.30	\$36.10	\$38.00	\$43.64	\$44.08
Network Specialist	03-0006	246	14	260	12	Hourly	\$22.68	\$23.86	\$25.12	\$26.45	\$27.84	\$29.30	\$30.85	\$32.47	\$34.18	\$35.97	\$36.33
						Monthly	\$3,930	\$4,136	\$4,355	\$4,584	\$4,825	\$5,078	\$5,346	\$5,628	\$5,924	\$6,235	\$6,297
<u>Confidential</u>																	
Account Specialist	03-0001	246	14	260	12	Hourly	\$20.68	\$21.77	\$22.91	\$24.12	\$25.39	\$26.73	\$28.13	\$29.61	\$31.16	\$32.81	\$33.14
Payroll Technician						Monthly	\$3,584	\$3,773	\$3,971	\$4,182	\$4,400	\$4,633	\$4,875	\$5,133	\$5,402	\$5,687	\$5,744
Human Resource Specialist	03-0002	246	14	260	12	Hourly	\$20.36	\$21.43	\$22.56	\$23.75	\$24.99	\$26.32	\$27.69	\$29.16	\$30.68	\$32.30	\$32.62
						Monthly	\$3,528	\$3,715	\$3,910	\$4,117	\$4,332	\$4,561	\$4,800	\$5,054	\$5,318	\$5,599	\$5,655
Data Technician	03-0003	246	14	260	12	Hourly	\$19.93	\$20.98	\$22.08	\$23.25	\$24.47	\$25.76	\$27.11	\$28.55	\$30.04	\$31.63	\$31.95
						Monthly	\$3,455	\$3,637	\$3,828	\$4,031	\$4,241	\$4,466	\$4,699	\$4,948	\$5,207	\$5,482	\$5,537
Administrative Assistant	03-0004	246	14	260	12	Hourly	\$18.94	\$19.93	\$20.98	\$22.08	\$23.25	\$24.47	\$25.76	\$27.11	\$28.55	\$30.04	\$30.34
						Monthly	\$3,282	\$3,455	\$3,637	\$3,828	\$4,031	\$4,241	\$4,466	\$4,699	\$4,948	\$5,207	\$5,259
School Secretary	07-0001	200	13	213	11	Hourly	\$18.94	\$19.93	\$20.98	\$22.08	\$23.25	\$24.47	\$25.76	\$27.11	\$28.55	\$30.04	\$30.34
<i>Monthly based on 11 months</i>						Monthly	\$2,933	\$3,088	\$3,250	\$3,421	\$3,602	\$3,790	\$3,991	\$4,200	\$4,422	\$4,654	\$4,700

Professional Growth (*positions requiring BA/BS degree excluded*) \$ 25.00 per unit (128 semester unit cap)
 Master's Degree Stipend \$ 1,000.00 per year
 PPS Credential Stipend (*positions preferring the PPS only*) \$ 500.00 per year

Longevity based on Service Credit: Total

15 years	\$ 1,000.00	\$ 1,000.00
20 years	\$ 1,500.00	\$ 2,500.00
25 years	\$ 1,500.00	\$ 4,000.00
30 years	\$ 1,500.00	\$ 5,500.00

Longevity for positions requiring BA/BS Degree based on Service Credit: Total

15 years	\$ 1,500.00	\$ 1,500.00
20 years	\$ 1,500.00	\$ 3,000.00
25 years	\$ 1,000.00	\$ 4,000.00
30 years	\$ 1,000.00	\$ 5,000.00