

Job Title: School Nutrition Director

Job Type: Full Time

Compensation: Commensurate with experience and qualifications

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Job Summary: The School Nutrition Director ensures the development of a sound school nutrition program while following federal, state, and local guidelines. The School Nutrition Director job functions include administering, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the SNP. The SNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Duties Include, But Are Not Limited To:

- Implements a cost-effective procurement system.
- Determines equipment needs and specifications consistent with program needs and budget.
- Together with the CFO, compile and oversee semi-annual bid packages.
- Manages the SNP using appropriate financial management techniques.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, school needs, policies, and nutrition objectives.
- Implements personnel policies and procedures for the SNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Develop, organize, and conduct training for personnel as determined by national, state and local guidelines.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Ensures SNP compliance with all local, state, and federal laws, regulations, and policies.

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Attend training sessions in area of responsibilities or as needed.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Conduct and complete On-Site-Reviews, Snack Reviews, and Administrative Reviews.
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
- Establish and maintain files regarding annual free and reduced applications.
- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Ensures operational procedures for efficient and effective food production and distribution.
- Develops and enforces HACCP Plan for the school system.
- Develops guidelines for providing services in response to disaster or emergency situations.
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Ensures accurate meal counting and claiming.
- Keeps accurate and up to date records and submits reports on schedule.
- Evaluates employee performance annually. Screens employees for the food and nutrition program and makes recommendations on employment.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the SNP.
- Plan menus to use USDA and purchased food wisely and follow all USDA regulations.
- Plan field trip meal menus.
- Analyze recipes for the purpose of ensuring that the USDA requirements are met.

Minimum Qualifications:

- Must meet USDA Professional Standards hiring requirements for School Nutrition Program Directors.

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org

- A cover letter explaining your interest in the position.
- Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.