Hickman County Schools

Job Title: School Nutrition/Food Services Director

Contract Period: 12 months

Reports to: Director of Schools

Job Purpose: Establishment and oversight of school nutrition programs under the guidelines of state and federal agencies and Hickman County Board of Education board policy.

* Directs and supervises food service operations.
* Ensures operational procedures for efficient and effective food production and distribution.
* Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
* Develops and integrates employee safety regulations into all phases of the school nutrition program operation.
* Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
* Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
* Implements a system-wide customer service driven philosophy.
* Manages the school nutrition program using appropriate financial management techniques.
* Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
* Implements a cost-effective procurement system.
* Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, system needs, policies, and nutrition objectives in line with financial procedures of the school system.
* Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
* Implements policies and procedures to ensure the effective operations of the school nutrition program.
* Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
* Provides technical assistance and training for personnel, school administrators, and other school support staff.
* Develops guidelines for providing services in response to disaster or emergency situations.
* Implements personnel policies and procedures for the school nutrition program according to local, state, and federal regulations and laws.
* Develops job performance standards that provide for performance improvement.
* Develops methods for recommendations for hiring, training, and evaluating personnel that recognizes education, experience, performance, and certification.
* Trains staff to use computer technology in individual school sites to improve management techniques.
* Assist with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
* Determines equipment needs and specifications consistent with program needs and budget.
* Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
* Plans and manages the department budget.
* Implements free and reduced-price meal policy.
* Implements the development of cycle menus that meet USDA nutritional guidelines.
* Determines and monitors school level staffing formulas.
* Assumes responsibility for knowing and following approved sanitation and safety regulations in order to maintain highest standards of safety and cleanliness in the kitchen, serving and storage areas.
* Observes all federal, state, and local regulations relating to food service operation.
* Maintains a high level of personal integrity and strong work ethic.