

**Job Title:** Director - School Nutrition

**FLSA Exemption Status:** Exempt

**Term:** 260 days

**Minimum Qualifications:**

1. Minimum of seven (7) years of experience in the food service area with at least five (5) years at the management and/or administrative level
2. Minimum of an associate degree, or equivalent educational experiences, with academic major in food service /nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts or business administration or management
3. Minimum of eight (8) hours of food safety training within the prior five (5) years or to be completed within thirty (30) days of employment
4. Ability to use technology for day-to-day program operations, such as point-of-sale system, placing orders, comparing documents, submitting information to the state department

**Job Objectives/Goals:**

1. To oversee all aspects of the School Nutrition Program operation in conformance with local, state, and federal regulations.
2. To provide a safe environment that supports healthy food habits while maintaining program integrity and consumer satisfaction.

**Responsibilities and Essential Functions:**

1. Collaborate with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs;
2. Direct department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements;
3. Recommend policies, procedures and/or actions for the purpose of providing direction for meeting the system's goals and objectives;
4. Coordinate the school food services programs system-wide for the purpose of ensuring that it is administered in accordance with Federal laws, USDA regulations and School Board policies;
5. Implement assigned activities and/or projects (e.g. storage of food and supplies, security of food and supplies, preparation and serving of food, serving lines, cleanup operation for kitchens, USDA regulations, etc.) for the purpose of complying with regulatory requirements and established guidelines;
6. Oversee the inspection of school lunch facilities and operations for the purpose of ensuring that standards of diet, cleanliness, health and safety are being maintained;
7. Oversee the monitoring of school cafeterias for overall safety and sanitation for the purpose of ensuring that the school food services program throughout the system is administered in accordance with federal laws, USDA regulations and school board policies;
8. Monitor fund balances of assigned programs and related financial activity in food services for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed;

9. Facilitate meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, providing mandated training of staff serving as the system's, as needed;
10. Prepare a variety of records and reports (e.g. cycle menus, government claims for reimbursement reports, production reports, monthly reports, budget input, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information;
11. Manage a wide variety of programs for the purpose of ensuring district compliance with established guidelines;
12. Monitor budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed;
13. Participate in meetings, workshops and seminars (e.g. state training, food service equipment seminars, food vendor conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions;
14. Respond to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices;
15. Perform personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving budget objectives;
16. Supervise department functions including hiring/termination recommendations, planning/scheduling/ coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner;
17. Present information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls;
18. Research a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining system wide services;
19. Attend work on a regular and predictable basis; and
20. Perform other duties as deemed necessary by the Director of Schools.

#### **Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables

#### **Physical Demands:**

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

**Reports To:** Director of Schools or his/her designee

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.



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