

**TITLE****Director - School Nutrition****QUALIFICATIONS**

- 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
- 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
- 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
- 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 GOALS**

To oversee all aspects of the School Nutrition Program operation in conformance with local, state, and federal regulations.

To provide a safe environment that supports healthy food habits while maintaining program integrity and consumer satisfaction.

**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. Perform other duties as deemed necessary by the Director of Schools.

## **PROFESSIONAL DEMANDS**

Ability to communicate effectively (verbally and written); interpret policies, procedures, and data; coordinate district functions, maintain emotional control under stress, maintain a clear focus on customer service, and ability to manage others in a non-coercive manner.

## **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

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Must complete tasks in a timely manner with attention to details and accuracy
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity, understanding the importance of collaborating with all stake holders – must be organized and efficient in work habits
3. Adaptability to dealing with people beyond giving and receiving instruction – must be able to train, motivate, lead, and supervise others. Must be able to work effectively and cooperatively with all stake holders
4. Adaptability to making decisions after considering all related facts and evaluating managers as well as workers
5. Technologically literate in Microsoft Office Products including Word, Excel, PowerPoint, Outlook email and a computerized POS system
6. Knowledgeable and enthusiastic about child nutrition services – must be an advocate for children as related to food service
7. Strong leadership qualities and communication skills
8. Ability to meet the public well – maintaining a professional manner
9. Good organizational skills
10. Demonstrate the ability to implement innovative ideas
11. Enthusiasm with accompanying positive attitude

## **CAPACITY AND ABILITY REQUIREMENTS**

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

## **WORK CONDITIONS**

Normal working office and typical school environment for the preparation and serving of food.

Terms of Employment is created for eight hours a day and a maximum of 262 days. Abnormal work hours may be required.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 am and continues through the following Saturday at 11:59 pm).

Reports directly to the Director of Schools.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.