



DIRECTOR OF FOOD & NUTRITION

Classification: Director Level II

Location: District Office

Reports to: Executive Director of Finance

FLSA Status: Exempt (Executive)

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as its needs and job requirements change.

Part I: Position Summary

Provides management and supervision of the District's nutrition and food service program.

Part II: Supervision and Controls over the Work

Serves under the guidance and administrative supervision of the Executive Director of Finance. Is held responsible for results in terms of effectiveness of planning, policies, and programs and for contribution to and achievement of program's goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. Manages and supervises the planning and delivery of school menus, assuring that District, Federal, and State nutrition guidelines are met or exceeded. Assures that provisions are made for students with special dietary requirements and/or food allergies.
2. Plans for and supervises the procurement, storage, and distribution of food and non-food supplies in compliance with District procurement procedures and requirements. Remains informed of market conditions and performs cost and vendor analysis to assure financially effective procurement.
3. Creates and nurtures a customer service culture that assures the operational program is responsive and sensitive to the needs of students, staff, volunteers, and other facility users and visitors. Assist in creating a welcoming environment that is responsive to the needs of schools, parents, and students. Develops and maintains a communications program to keep schools, students, staff, and families informed on the food service and nutrition program.
4. Supervises cafeteria staff in preparing and delivering menus, maintaining kitchen and cafeteria facilities and equipment, and training staff in all aspects of the food service and nutrition program.
5. Establish internal procedures and controls over the program's financial aspects, student eligibility for federal assistance, cash receipts, and accounting transactions. Prepare and submit state and federal reports, assuring accuracy and reliability.

Program Leadership:

1. **Planning and Programming:** Stays abreast of research on the changing nature of the profession, the field of public education, and changing national, regional, and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Advises the Executive Director, District Leadership, and the Board on the financial implications of assigned programs. Administers programs within approved budget parameters including allocation of staff resources. Oversees and participates in the evaluation of financial reports to assess program implementation and status. Maintains sound risk management and/or internal control over program assets.
3. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and assure the effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and serve the overall needs of employees, managers, and the organization.
4. **Labor Relations:** Contributes to the collective bargaining process to identify and research bargaining issues related to assigned functions. Assists in developing bargaining proposals and bargaining positions affecting the food and nutrition program.
5. **Program Direction and Staff Supervision:** Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve high integration and synergy across program functions. Approves position structures and operating practices essential to developing and delivering quality programs and services. Recruits and assigns staff, assuring that they possess and practice the values necessary to achieve program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration, and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment where all staff members are comfortable and forthcoming in sharing their ideas, needs, and concerns so that the staff collaborates to seek solutions and resolutions.
6. **Program Evaluation, Analysis, and Feedback:** Establishes a data collection and analysis system that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, a comprehensive assessment review of all programs is conducted to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in assigned or closely related areas of study. A minimum of three credit hours at the university level in food service management and at least three credit hours in nutritional sciences at the time of hiring is strongly preferred.
3. Minimum of five years of program management or occupational experience that provided a full range of knowledge of the food service and nutrition program and kitchen and cafeteria operations. Such experience must have demonstrated the ability to lead and supervise the program.
4. Certification as a registered dietitian.
5. Eight hours of food safety training is required either three years before their starting date or completed within 30 days of the employee's starting date.
6. Strong analytical and problem-solving skills and understanding of client-centered support and services.
7. Excellent oral, written, presentation, and interpersonal communication skills.
8. Ability to work both independently and cooperatively.
9. Ability to organize work, set priorities, and meet deadlines—ability to establish effective working relationships at all levels of the organization.
10. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

Part V: Desired Qualifications

1. Master's Degree or Advanced Technical Training in the field.
2. Completion of higher education coursework in business administration.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. The employee must occasionally lift and/or move 25 to 50 pounds.



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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.