

DIRECTOR FOR NUTRITION SERVICES

Job Title:	Director for Nutrition Services
Budget Code:	
Initial:	July 1, 2008
Revised:	May 26, 2010
Work Year:	261 days
Office:	Learning Services
Department:	Nutrition Services
Reports To:	Chief Education Officer
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



SUMMARY:

Responsible for planning, directing and supervising the District Nutrition Services Programs cost effectively to meet the nutritional needs of students and staff as established by the National School Lunch Act and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Interpret and administer local, state and federal statutes as they pertain to standards of sanitation, safety and food preparation in the kitchen areas. Review,
- evaluate and submit monthly reports
- to Colorado Department of Education (CDE).

- Manage Nutrition Services personnel and facilities to obtain optimum efficiency, including interviewing, hiring, assigning, promoting and terminating employees.
- Supervise purchasing and distribution of all food, supplies and commodities related to food service operations and maintain inventories.
- Evaluate new food products, supplies, equipment and services for implementation in Nutrition Services programs.
- Coordinate the operational activities of the Nutrition Service operation with school administrators as well as the Maintenance, Custodial, Accounting, Information Services. Incorporate Nutrition Services as an integral part of the educational program.
- Manage the warehouse personnel to obtain optimum efficiency including interviewing, hiring, promoting and terminating employees.
- Oversee planning of menus to maximize participation, enhance nutritional values and minimize costs, including analyzing nutritional components of menus to maintain optimal health for students and staff.
- Prepare the Nutrition Services budget, evaluate school profit and loss statements and implement necessary measures to ensure profitability.
- Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state and national food service and business operations.
- Evaluate purveyor bids and allocate purchases according to price, quality and service.
- Evaluate, plan and implement remodels or enhancements for kitchens
- Provide in-service and training for all Nutrition Services personnel in the areas of food preparation portion control, equipment use, sanitation, customer service and various software programs.
- Provide information to architects relative to equipment specifications and the design of new or remodeled kitchen facilities.
- Evaluate new food products, supplies, equipment and services for implementation in food program, kitchens, computerized ordering, inventory, labor, etc. Evaluate grant possibilities and apply when appropriate.
- Provide updates to the Board of Education regarding the status of the Nutrition Services program and communicate with District public relations to publicize value of school breakfast, lunch, summer school and after school snack programs.
- Perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

Master's degree in business management or organizational management with a bachelor's degree in home economics, food science, institutional food services management or business.

EXPERIENCE:

Over 5 years and up to and including 7 years of experience in restaurant, institutional food service with school food service experience preferred, employee supervision, program budgets, sanitation procedures, menu planning, food preparation, purchasing procedures and auditing procedures.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Operating knowledge of and experience with personal computers and software, basic office equipment. Advanced written and oral communication skills, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must maintain a driving record that meets the standards of the District insurance policy. School Nutrition Association certification required. School Nutrition Specialist credential preferred. All certifications maintained by completion of necessary renewal hours.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises payroll, accounts payable and accounting departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Solely responsible for developing, administering, monitoring and coordinating the Nutrition Services Department. Participate in initiating requisitions. Monitor departmental revenues and expenditures to ensure all expenditures are legal under the guidelines of the National School Lunch and Breakfast program. Maintain adequate cash flow to meet current and future expenses.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet