

## **FOOD AND NUTRITION SERVICES DIRECTOR**

**DEPARTMENT:** Department of Business and Facilities

**DIVISION:** Food and Nutrition Services

**REPORTS TO:** Assistant Superintendent of Business and Facilities

**GENERAL SUMMARY:** This position is responsible for organizing and directing a Division responsible for a program that provides nutritiously acceptable meals for the district's students and staff. Further, the position ensures the division is fiscally solvent. The position coordinates nutrition education training and staff development activities to enhance nutrition/health program development and performance.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Directs the activities of the Food and Nutrition Services Division.
2. Ensures that the Division is adequately staffed with qualified personnel, establishes with subordinates specific goals and objectives, and evaluates performance accordingly.
3. Ensures that income from government sources and from sales of meals equal outlays for salary, food, supplies, and equipment.
4. Aware of current price levels for major food items and ensures that the district takes advantage of lower prices when available and be prepared to adjust menus to accommodate such quantity purchases.
5. Ensure that nutritious, appetizing meals are offered within Federal and State nutrition guidelines and approve menu changes.
6. Explores creative approaches to meal selection and new marketing concepts.
7. Prepares grant applications for Federal and State funds.
8. Ensures the meal service reports are submitted in an accurate and timely manner so reimbursement is not jeopardized.
9. Provides a linkage between the Food and Nutrition Services program and other Divisions.
10. Receives and discusses recommendations from the Youth Advisory Council on menus and food service delivery.
11. Stays within a limited budget and maintains participation consistency.
12. Competes with outside influences through effective marketing.
13. Manages people in many locations.
14. Disciplines staff and resolves grievances within district guidelines and/or union contract specifications.
15. Develops Division budget with appropriate approval.
16. Initiates purchase of required food and supplies.
17. Access to personnel files of employees supervised directly.
18. Knowledge of large scale food service operations, business principles, budgeting and purchasing techniques, nutritional requirements in food values, supervisory methods, and marketing techniques for cafeterias.
19. Familiar with data processing applications in food services and menu planning.
20. Ensures that nutritional standards are met through proper menu planning and food preparation.
21. Ensures that health and safety standards are maintained through proper food handling and preparation.
22. Encourages interest in nutrition and proper eating habits through nutrition education and related curriculum development.
23. Ensures timely delivery of meals through management of personnel and efficient planning and purchasing methods.

**SUPERVISORY RESPONSIBILITIES:** The incumbent accomplishes accountabilities through the following subordinates:

- Operations Consultant: Serves as general assistant. This position is responsible for personnel training, school cafeteria management, planning and developing marketing and merchandising programs.
- Coordinator: Assists in the division's budget preparation, cost projections, and operational analyses and ensures that the clerical staff, catering, and facilities equipment are functioning properly.
- Menu Planning and Development Consultant: Ensures the availability of quantity and quality controls involved in providing nutritious meals to students. Plans menus for customer acceptance meeting the dietary guidelines.
- Nutrition Educational Training Consultant: Provides nutrition education instruction, curriculum, and program development. Supervises training staff and manages Nutrition Resource Center.

**HOURS OF WORK AND WORKING CONDITIONS:** The hours of work are 40 hours weekly for twelve months. However, the Director is on call at all times for emergencies that arise in school cafeterias. It is frequently necessary to work extended time for special meal functions, board meetings, and school activities. Travel for meetings related to Child Nutrition Programs is required.

**QUALIFICATIONS AND TRAINING:**

- Minimum of Master's Degree in Home Economics with a concentration in Dietetics, Nutrition, or Institutional Food Management. State certification required.
- Minimum of five years of direct experience in food service or some related area of food and/or nutrition management. A minimum of three years of supervisory experience required.
- Must be physically able to perform all duties required of the position.