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|  | **JOB TITLE** | DIRECTOR OF NUTRITION SERVICES |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL II |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7221 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s degree, or equivalent educational experience, with academic major in Food Service Management, Food Service Administration, Nutrition Care Management, Culinary Arts, Business Administration, or Business Management; or Bachelor’s degree in any academic major, and a State-recognized certificate for school nutrition directors; or Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience; |
| Must complete a training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements. |
| Master’s Degree in nutrition or a related subject preferred. |
| SNA Certification preferred. |

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| **POSITION SUMMARY** |
| Build a world class food service program that improves overall community health and engagement while providing an effective food service program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record-keeping. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Develop a positive culture of student, staff, and family engagement that improves overall community health. |
| Oversee the district-wide food service program, ensuring cost effectiveness and compliance with district, state and federal requirements. |
| Plan master menus, ensuring compliance with regulations and requirements; ensure nutrition and dietary balance. |
| Conducts employee meetings to discuss and explain operating policies; plan and direct inservice workshops and training programs for food service personnel. |
| Oversees the preparation of the nutrition service program operating budget; control and limit expenditures; analyze financial and operating statements. |
| Prepares specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate. |
| Select nutrition services employees; assign, schedule, and evaluate nutrition service personnel; determine reassignments, discipline or termination as appropriate. |
| Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety. |
| Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with nutrition service operations. |
| Supervise and participate in food preparation and distribution to students and staff; plan and coordinate nutrition service operations with school activities to improve school and community relations and increase student participation. |
| Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records. |
| Plan, schedule and coordinate special events that utilize cafeteria facilities; compute costs of labor, supplies and food; assign personnel and order food and supplies. |
| Evaluate equipment needs and develop specifications for new and replacement equipment; communicate with vendors to secure best quality for the price; evaluate potential product purchases and negotiate installation procedures; coordinate the disposal of antiquated or excess equipment. |
| Coordinate negotiations and activities related to federal subsidies of District food services operations. |
| Represent the department and District at various local, State and federal workshops, conferences and seminars as assigned; promote the District’s public image with respect to food services in the educational and general community by promoting interaction with parents, students, educators, businesses and the general public. |
| Assist in the evaluation and designing kitchen layout plans for new and remodeled food services areas, including determination of equipment needs, specifications, time and motion issues and coordination with architects. |
| Maintain inventory records of District food services equipment and other supplies and commodities. |
| Perform other duties as assigned by Superintendent and/or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of efficient staff utilization procedures including time and motion studies and work scheduling. |
| Knowledge of Federal and State laws and regulations governing child nutrition programs such as USDA donated food usage and free and reduced programs for eligible students. |
| Ability to maintain records, compile and verify data, and prepare reports. |
| Knowledge of basic cost accounting techniques. |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions. |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time. |