

DEPARTMENT: Nutrition Services

REPORTS TO: Assistant Superintendent

**JOB DESCRIPTION:**

The Director of Nutrition Services plans, develops and directs the activities of the nutrition services operations including program development, procurement, menu planning/nutritional analysis, field supervision, personnel management, training and development, nutrition education, grant administration, program marketing, facilities and equipment. Evaluates and manages the budget, analyzes and maintains reports and records for the department as required by U.S. Department of Agriculture, Colorado Department of Education – Office of School Nutrition, and the school district.

**JOB QUALIFICATIONS:**

1. Bachelor's degree in food and nutrition, foodservice management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
2. Two years of relevant school nutrition experience.
3. At least 8 hours of food safety training within 5 years prior to or within 30 days of start date.

**DUTIES AND RESPONSIBILITIES:**

1. Provides leadership and administration of the Nutrition Services Department to ensure tasty and nutritious choices are offered to all customers in a safe, efficient, and courteous manner.
2. Administers the Department to meet federal, state, and local requirements.
3. Implements, communicates, and observes all Board of Education Policies and Nutrition Services Department Administrative Procedures to staff.
4. Manages the program to ensure fiscal responsibility.
5. Analyzes management information to establish operating policies and procedures to ensure a cost effective operation.
6. Schedules and coordinates the activities of personnel and resources for maximum utilization and effectiveness.
7. Increases participation in the school food service program through marketing, promotions, student taste testing, menu development, nutrition education and other innovative methods.
8. Develops specifications and monitors purchase of food, supplies and equipment.
9. Fosters excellent communications and customer service standards with all customers and staff.

10. Conducts kitchen observations and on site visual inspections to assure quality, standardized and efficient operations, and that safety and sanitation expectations are met or exceeded.
11. Serves on the district wellness and insurance committee
12. Prepares monthly bank reconciliation and journal entry detail to allocate program and non-program revenue.
13. Verifies the accuracy of the data for the child nutrition reimbursement claim.
14. Assumes other responsibilities as assigned or requested.

#### WORKING ENVIRONMENT:

While performing the duties of this position, the employee will work primarily indoors in public school settings and in various sized spaces. This position will require walking, standing, and lifting up to 50 pounds.

TERMS OF EMPLOYMENT: 210 Day Contract

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of classified personnel.

Adopted: January 1986

Revised: August 1994

December 2007

December 2016