



NEW: Submitted:  
09/01/2021 08/30/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Directs all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a financially sound program in compliance with all federal, state, and local regulations and policies. Prepares and maintains necessary data and reports, to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved operational efficiency and accountability.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Directs all USDA school meal programs to ensure compliance with federal, state, and local regulations and policies of the Board
- Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations.
- Directs collection and maintenance of program data to prepare timely claims and produce other reports necessary to make informed program decisions; disseminates such information to appropriate District and state personnel and agencies
- Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site
- Assumes responsibility for procurement, receipt, and processing of USDA Foods and monitoring operations to ensure optimum use of these resources
- Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure food safety, improved services to students, and maximum utilization of allowable labor hours
- Oversees the operation of the Nutrition Service Center's inventory storage, food preparation, and food and supply distribution to ensure maximum levels of quality and efficiency
- Monitors procurement of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies
- Plans effective ways of presenting the program to the Board, its staff, students, parents, and the community, that provides a clear understanding of the program's benefits and importance
- Oversees the planning and delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service
- Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in food and nutrition, institutional management, business administration, or related field

Five (5) years successful experience in school food service program administration some of which has been in a large urban district

Valid driver's license

School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Master's degree in food and nutrition, institutional management, business administration, or related field

Knowledge of policies and procedures of the school district

Ten (10) years successful experience in school food service program administration some of which has been in a large urban school district

Experience in a diverse workplace