



NEW:
07/01/2012

JOB TITLE:	DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs a financially sound food services program in compliance with federal and state regulations, prepares and maintains necessary data and reports, ensures optimum food service to all students, and ensures increase in operational efficiency and accountability.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Directs total program to ensure compliance with requirements of federal and state policies and regulations of the Board
- Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expend services and ensures equality and availability of service offerings to students
- Directs collection and maintenance of necessary statistical data pertaining to the school lunch program, prepares necessary reports, and disseminates such information to appropriate district and state personnel and agencies
- Responsible for procurement, receipt, and equitable disbursement of government commodities, and monitors operations to assure optimum use of these sources
- Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure improved services to students and maximum efficiency of labor usage
- Directs the operation of central storage, preparation and distribution facility to ensure maximum levels of quality and efficiency
- Supervises preparation of specifications and conditions of bidding for all items requiring this procedure as outlined in the Model Procurement Code and Board regulations
- Plans effective ways of presenting the program to provide a clear understanding by the Board, its staff and the community, and coordinates the planning and delivery of training programs for all department personnel
- Plans, develops and implements such programs as are advisable and necessary to increase student participation in the program and to increase the efficiency and accountability of all department operations
- Performs other duties as assigned by supervisor

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 School Administration, Nutrition, or Home Economics
- Five (5) years successful experience in food service programs
- Five (5) years successful experience in food service area at the national/local level
- Valid driver's license
- School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Professional training in the food service area
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Knowledge of policies and procedures of the school district

Five (5) years successful administrative experience in public education or communications
