



JOB DESCRIPTION

JOB TITLE: Director of Food and Nutrition

Position Type: Exempt	Department: Food and Nutrition
Salary Schedule: Exempt	Location: Materials Distribution Center
Salary Range: 8	Reports to: Deputy Superintendent of Fiscal & Business Services
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Plans, coordinates and manages the operation of all school kitchens and the routine operation of the Food and Nutrition Department in a positive and friendly atmosphere.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Develops annual budget including forecasting revenues and expenses.
- Develops a monthly profit and loss statement and monitors key measurement indicators including cost per meal, district food costs and monthly meals per labor hour.
- Ensures all procurement practices are compliant with the Code of Federal Regulations (CFR) for food services account.
- Oversees all food safety and sanitation compliance issues related to Maricopa County Environmental Services Health Code.
- Oversees all procurement processes including bid/RFP solicitations and contracts as well as compliance related to procurement contracts.
- Oversees all USDA and ADE compliance issues related to the School Breakfast Program, National School Lunch Program, After School Snack Program and Summer Food Service Program. Coordinates all government reimbursements.
- Coordinates purchases of all food, supplies and equipment according to established specifications and procedures; tests quality and usage of foods, supplies and equipment; coordinates any repairs to be made on equipment.

- Interviews and hires all Food and Nutrition office staff and cafeteria managers. Determines staff requirements for each school in conjunction with school cafeteria managers.
- Plans and implements in-service training and workshops for all food and nutrition personnel.
- Maintains an effective communication and public relations program relating to food and nutrition services.
- Must be accessible throughout the work day for administrators.
- Must meet any additional specific job requirements as indicated by the district.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Manages 10-15 Food and Nutrition office staff and 30-32 site managers who supervise a total of 4-20 employees in the school food and nutrition program. Is responsible for the overall direction, coordination and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to work with people to bring about change.
- Demonstrates knowledge of methods and techniques used in supervision of staff of employees and the implementation and coordination of food and nutrition.
- Demonstrates knowledge of policies and procedures, methods and techniques followed in cafeteria work.
- Demonstrates the ability to teach personnel in all areas of the food and nutrition program.
- Demonstrates knowledge of what foods are needed to become a complete reimbursable meal and familiarity with offer vs. serve-type of service.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.

- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/ timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree from a university or college required.
- Minimum of five years of experience in all phases of school food and nutrition production, preferably school food and nutrition.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.