



School Nutrition Director

Nature of Work

An employee in this class is responsible for the administration of the food service program at Henderson Collegiate Inc. Work is directed through the interpretation of state and federal regulations and a variety of local operational and financial policies and procedures. This employee exercises considerable discretionary judgment and analysis in the resolution of problems. The employee receives general direction from the Director of Resources. Administrative supervision is exercised over School Nutrition Manager and Assistants.

Essential Functions

Purchasing and Contracting

- Develops and reviews purchasing plans
- Ascertains availability of equipment
- Develops and submits product bid specifications to prospective bidders and vendors
- Evaluates bids and product quality prior to award the contract
- Recommends vendor to receive product contracts
- Monitors user satisfaction after purchase
- Oversees testing of products
- Assesses portion and case costs

Equipment/ Facility Management

- Evaluates and projects facility and equipment needs for food service program
- Coordinates maintenance and repair of equipment and facilities with internal and external sources
- Conducts follow-up on completed repairs and maintenance

Food Production and Service

- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control
- Provides leadership in developing recipes following the USDA guidelines
- Plans menus to meet USDA requirements
- Sets food presentation standards
- Plans/oversees special event catering

Financial Management and Recordkeeping/Reporting

- Installs and operates inventory and financial control systems
- Projects operational costs
- Projects expenses and revenues
- Prepares justification for budget requests
- Monitors budget
- Recommends meal and supplemental sales prices
- Tracks revenue and spending by sources
- Verifies cash receipts
- Maintains fixed asset inventory

School Wellness Program

- Leads local wellness team members and committee meetings
- Collaborates with local wellness team to establish, maintain, and accomplish goals



Prepares required reports

- Retain appropriate financial and participation records

Compliance

- Adapts policies and procedures to meet local, state, and federal guidelines
- Implements Community Eligibility Program
- Ensures inspection forms
- Conducts routine inspections
- Follow-up to remediate identified deficiencies

Personnel Management

- Establishes staffing formula for schools
- Conducts labor analysis
- Prepares job descriptions
- Interviews candidates for employment
- Recommends employment evaluation system
- Maintains appropriate personnel records
- Conducts appropriate staff meetings
- Determines staff training needs
- Develops/Implements appropriate staff development

Marketing and Public Relations

- Develops school marketing plans
- Seeks and responds to consumer concerns
- Maintains relationships with community agencies
- Prepares appropriate newsletters, news releases, and brochures

Physical Demands

To perform the essential functions of this job the employee must:

- Sit approximately 60% of the work day
- Occasionally stand, walk climb, balance, stoop, kneel, crouch, or crawl approximately 40% of the day
- Frequently lift or move objects up to 20 lbs. and occasionally lift or move objects up to 50lbs.
- Have adequate vision (i.e. close vision, distance vision, color, peripheral vision, depth perception, and ability to adjust focus.)

Environmental exposures include:

- Walk in freezer/refrigerator temperatures reaching below 0 degrees F
- Discomforting warm temperatures during food preparation times
- Loud noises
- Getting wet while washing dishes and/or cleaning

Requirements

- Thorough knowledge of food preparation, and standards of sanitation and safety
- Thorough knowledge of the principles of good nutrition
- Thorough knowledge of state and federal regulations governing school food service programs
- Considerable knowledge of fiscal control and management practices
- Considerable knowledge of purchasing procedures



- Considerable knowledge of personnel management practices
- Considerable knowledge of principles of adult learning
- Working knowledge of facility/ equipment maintenance procedures
- Ability to compute servings per purchased unit
- Ability to develop and present training
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain positive working relationships

Required Education and Experience

- A degree from a four-year college or university in foods and nutrition, dietetics, home economics, business administration or related field with at least five years' experience in food service in a commercial or institutional setting and two years' experience at the management or administrative level, or an equivalent combination of education and experience.

Position Type/ Expected Hours of Work

This is a full time salaried position, working up to 8 hours, with start times as early as 5:30 am and leave times as late as 5:30 pm. This position requires infrequent Saturday work days (approximately 4-5 days/year). Due to nature of a year round school schedule, approximately four seasonal 2-3 week long breaks will be expected with paid time off. Occasional holidays will be observed with paid time off as well.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice. The School is an at-will employer, which means that your employment with the School is for no specific period of time and may be terminated by the School, with or without prior notice and with or without cause.