

RSU No. 5
JOB DESCRIPTION

DIRECTOR OF SCHOOL NUTRITION

QUALIFICATIONS:

1. High School Diploma or equivalent; course work in a major concentration in the field of food services with an emphasis on institutional administration and nutrition. Certification preferred but not required.
2. Knowledge and experience in all areas of food preparation and service.
3. Knowledge and experience in planning and organizing work.
4. Ability to evaluate costs and operate a budget.
5. Ability to keep records, develop and prepare reports.
6. Ability to work with people and relate to students, faculty and the public.

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide leadership in developing and maintaining the district's food service program with emphasis on providing students with quality meals which lead to the development of good nutrition habits in accordance with the provisions of the National School Lunch Program and within the established budget.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development of the district's food services program in accordance with board policies and local, state / federal requirements.
2. Processes all application, claims, records and reports as required under state / federal regulations.
3. Prepares the application for free / reduced meals and milk to be distributed to all students on the first day of school, is the approving officer and completes verification. Enters the information into infinite campus.
4. Maintains cafeteria accounting procedures in accordance with district standards and state / federal regulations; and coordinates the audit of cafeteria accounts with the board auditor.
5. Prepares and administers the department's budget.
6. Purchases and maintains an inventory of all food, supplies and equipment: is responsible for the purchase, transportation and distribution of government commodities. Participation in regional purchasing collaborative with other districts.
7. Determines personnel needs; interviews and recommends appointment of all food service employees.
8. Observes, supervises, and evaluates the performance of all food service personnel.
9. Arranges for in-service training, including nutrition, food storage, preparation, sanitation, and safety, customer service and care and use of equipment.
10. Plans and supervises, the preparation of meals at all schools and special functions and ensures that state and federal nutritional guidelines are met.
11. Conducts yearly audit / onsite review of all kitchens and cafeterias to ensure that our high standards of nutrition, cleanliness, health and safety are being maintained.
12. Develops and implements standards for nutrient analysis, HACCP, sanitation and safety procedures, and Material Safety Data Sheets.
13. Checks all invoices and purchase orders for accuracy before submitting them to the business office for payment.

14. Reviews and approves employee time records prior to submitting to payroll.
15. Evaluates the food service program; keeps the administration and the board informed of the food services operation and makes recommendations for change in programs, procedures, facilities, is cognizant of any opportunities for new sources of revenues.
16. Develops and maintains effective communication with parents, students and the community.
17. Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias.
18. Interpret and administer local, state and federal regulations, guidelines and policies.
19. Consults, as needed with school planners and architects on plans and specifications for new or renovated food preparation areas.
20. Maintains a high level of professional competency through participation in workshops, seminars, meetings, and other appropriate activities.
21. Performs other related duties as assigned by the superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Twelve-month year. The RSU No. 5 Board of Directors will determine salary and benefits

EVALUATION:

Evaluated annually by the Superintendent of Schools or his/her designee in accordance with this document.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ Date: _____

Original to Personnel File
 File Copy to Employee
 Adopted: 5/27/09
 Revised: 4/14/15