

NORTH KITSAP SCHOOL DISTRICT

JOB DESCRIPTION

Director, Food & Nutrition Services

Purpose of the Job

The Director of Food and Nutrition Services is responsible for planning, administering, directing, assessing, implementing, and evaluating all aspects of the district's food/nutrition services program in order to meet the educational and nutritional needs of children.

Essential Job Functions

1. Program Accountability
 - Assesses program compliance with federal, state, local regulations and school district policies and revises as changes occur
 - Provides technical assistance and inservice training for personnel, school administrators, and other support staff.
 - Monitors all phases in operation of the program to ensure high levels of integrity and quality.
2. Financial Management and Record Keeping
 - Develops the department's budget and financial objectives
 - Operates the program within budget, implementing cost-effective measures in all categories (e.g. labor, food, supply, operations)
3. Procurement
 - Implements a cost-effective procurement system that complies with local, state, and federal laws and guidelines.
 - Determines the type and quantity of food and supplies to be purchased based on student needs and resources available.
 - Establishes standards for receiving, storing, inventorying, and distributing food and supplies
4. Food Production
 - Develops procedures to ensure the food production system provides nutritious, high-quality food
 - Ensures that operational procedures for food production and distribution adhere to district, state, and federal guidelines and regulations.
 - Monitors food production procedures for effectively implementing changes and improvement within program requirements.
5. Service
 - Establishes quality standards in the presentation, merchandising, taste, and service of food.
 - Provides guidance to the food/nutrition services staff to implement a strong customer-service philosophy
6. Sanitation and Safety
 - Establishes procedures to effectively ensure high levels of sanitation in the preparation and service of food.
 - Develops and implements necessary food safety regulations
 - Maintains food supplies for students in all schools in the event of an emergency
7. Nutrition and Menu Planning
 - Develops nutritious, cost-effective menus that meet all local, state, and federal guidelines and regulations.
 - Assesses consumer preference, industry trends, and current research for appropriate menu planning
 - Maintains nutritional integrity of the school's food/nutrition services program
 - Works with school staff, teachers, and physicians to plan menus for children with special needs.
8. General Management
 - Employs professional management techniques to maintain departmental effectiveness and efficiency
 - Develops short and long term goals that support the philosophy and policies of the school board.
 - Implements policy and procedures to ensure the effective operations of the program., including those specific to the demands of a disaster or emergency
 - Communicates program information and policies to all interested parties
9. Personnel Management

- Implements personnel policies and procedures in the program according to local, state, and federal regulations and collective bargaining agreements
 - Develops job performance standards that clearly define relationships of staff positions and provide for a performance enhancement program for employees.
 - Develops criteria for staffing, training, and evaluating food service personnel
10. Facility Layout, Design, and Equipment Selection
 - Assists with designing and planning food service facilities
 - Determines equipment needs and specifications consistent with budget and other constraints.
 11. Marketing
 - Develops a marketing plan that attracts students, teachers, administrators, support staff, and community.
 - Implements a plan for providing catering services for special school and community related activities.
 - Conducts ongoing evaluation of school and department marketing events to aid in program improvement.
 12. Professional Development - Establishes standards for the professional growth of the district's food/nutrition services personnel.
 13. Nutrition Education
 - Develops and implements a comprehensive nutrition education program using school food service as a learning laboratory.
 - Establishes the role of the food/nutrition services department as a resource for nutrition education materials and activities.
 14. Performs other related duties as assigned.

Qualifications:

Education & Experience:

1. Bachelor's Degree with a major in dietetics, foods and nutrition, institutional management, or a related field.
2. Five (5) years of experience as a Director of Food/Nutrition Services preferred

Knowledge Skills & Abilities:

3. Demonstrated ability to supervise and work cooperatively with all other district food service personnel.
4. Possess a high degree of professional commitment with strong ethics, integrity, flexibility and adaptability
5. Ability to communicate effectively, both verbally and in writing

Licenses, Certificates & Special Requirements:

6. Be a certified member of the American School Food Services Association and the Washington School Food Services Association (or have the ability to become a certified member)
7. School Foodservice Nutrition Specialist credential preferred
8. Valid Washington State Food Handlers Certificate.

Reporting Relationship:

Reports directly to the Assistant Superintendent of Human Resources & Operations.

Conditions of work:

Union Affiliation:

NKCASA

FLSA Status:

exempt

Salary Range:

NKCASA

Job #

Job History:

Created: 10/05/00; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice