

**27J SCHOOL
EXEMPT POSITION JOB DESCRIPTION**

Job Title: Director, Nutrition Services
Date Prepared or Last Modified: December 15, 2020
Work Year: 12 Months
Department: Nutrition Services
Reports To: Chief Operations Officer
Grade: S8

SUMMARY Responsible for planning, directing and supervising the 27J Nutrition Services Programs to meet the nutritional needs of students and staff as established by the United States Department of Agriculture Food and Nutrition Services federal regulations and the Colorado Department of Education Nutrition Unit state regulations for the federal child nutrition programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- D 20% Interpret and administer local, state and federal statutes as they pertain to standards of sanitation, safety, food preparation and service in the kitchen areas. Review and evaluate monthly reports submitted to Colorado Department of Education (CDE).
- D 10% Manage Nutrition Services personnel and facilities to obtain optimum efficiency, including interviewing, hiring, assigning, promoting, evaluating, disciplining and terminating employees.
- W 5% Supervise purchasing and distribution of all food, supplies and commodities related to food service operations and maintain inventories.
- M 10% Coordinate the operational activities of the Nutrition Service operation with school administrators as well as the Maintenance, Custodial, Accounting, and Information Technology Services. Incorporate Nutrition Services as an integral part of the educational program.
- M 8% Coordinate the planning of menus to maximize participation, enhance nutritional values and minimize costs, including analyzing nutritional components of menus to maintain optimal health for students and staff.
- M 9% Prepare the Nutrition Services budget, evaluate school profit and loss statements and implement necessary measures to ensure profitability.
- M 5% Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state and national food service and business operations continuing education opportunities to meet USDA minimum requirement of 12 hours/year.
- A 5% Evaluate purveyor bids and allocate purchases according to price, quality and service.
- Q 10% Provide in-service and training for all Nutrition Services personnel in the areas of food preparation, portion control, equipment use, sanitation, customer service, cost control, personnel management, and various software programs.
- Q 2% Provide information to architects relative to equipment specifications and the design of new or remodeled kitchen facilities.
- M 12% Evaluate new food products, supplies, equipment and services for implementation in food program, kitchens, computerized ordering, inventory, labor, etc. Evaluate grant possibilities and apply when appropriate.
- A 2% Provide updates to the Board of Education regarding the status of the Nutrition Services program and communicate with newspapers, public relations and other media to publicize value of school breakfast, lunch, summer school and after school snack programs.
- Ongoing 2% Perform other duties as assigned.

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.

EDUCATION AND TRAINING:

Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service

management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field required. Master's degree in business management, nutrition, or related field preferred.

EXPERIENCE:

Over 5 years and up to and including 7 years of experience in restaurant, institutional food service with school food service experience preferred, employee supervision, program budgets, sanitation procedures, menu planning, food preparation, purchasing procedures and auditing procedures.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Excellent oral and written communication, interpersonal, math, listening, decision making, creative thinking and problem solving skills. Strong knowledge of and understanding of nutrition and federal, state and local regulations. Ability to work with and appreciate students and employees with various backgrounds and abilities. Operating knowledge of and experience with personal computers, calculator, telephone and automobile. Operating knowledge of point of sale systems, Excel, Word, PowerPoint, Publisher, nutritional analysis software, At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date. Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field required.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license, School Nutrition Specialist credential or Registered Dietician (RD) credentials at the time of hire preferred. All certifications maintained by completion of necessary renewal hours.

SUPERVISION/TECHNICAL RESPONSIBILITY Directly supervises employees in the Nutrition Services Department. Positions supervised include Assistant Director, Coordinator, and secretaries to the director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

JUDGMENT AND DECISION MAKING Work is self-directed; special projects may be assigned by the Chief Operations Officer, Superintendent, or Board. Requires application of technical knowledge related to food service laws, guidelines, budget, purchasing, equipment, and personnel to ensure nutritionally balanced meals for students and to ensure the nutrition program is financially self-supporting. Work is guided by federal and state regulations governing School Nutrition Programs and state and local guidelines related to sanitation. Decision making requires collaboration with Director of Operations and staff. Supervisor is never involved in decision making. Decisions impact individuals throughout the district on a daily basis.

DIVERSITY OF DUTIES Duties require cross training in supervision; accounting; budgeting; nutrition, sanitation, and safety laws and guidelines; meal preparation; institutional kitchen equipment; knowledge of microcomputers; purchasing; negotiation skills; and financial planning skills.

SAFETY TO SELF AND OTHERS Low exposure to self to bruises due to equipment use; to cuts due to slicers and knives; to chemical burns due to detergents and cleaners; to heat burns due to stoves, ovens, and steamers; to fractured bones due to slipping; to hernia due to lifting heavy equipment/items; to disease due to food poisoning and hepatitis; to repetitive motion injuries due to keyboarding; to loss of limb due to equipment; to loss of sight due to chemicals; to disfigurement due to chemicals and fire; and to fatality due to auto accidents and gas stoves. May also expose others to similar injuries if a person in this position fails to properly operate equipment and handle chemicals, safely handle and cook foods, and/or properly train others in all areas of meal preparation and equipment operation.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate. Occasionally required to copy.