



Romoland School District

JOB DESCRIPTION

DIRECTOR OF NUTRITION SERVICES

Definition

Under the direction of the Chief Business Official (CBO) plan, coordinate and direct the Nutrition Services program and performs other related work as required.

Examples of Duties

- Ensure that Nutrition Services complies with all federal, state, and District procedures and requirements
- Stay current with all legal requirements
- Prepare and monitor the budget for the Nutrition Services Department
- Prepare state and federal reports
- Coordinates nutrition services with outside vendors
- Plans, organizes and directs the activities of school cafeterias
- Sets standards for efficient and sanitary practices in food preparation and service
- Provides standards for quantity and quality of food prepared and served
- Plans menus and provides standardized recipes
- Visits cafeterias and inspects all phases of operation
- Participates in the selection, assignment and evaluation of food service personnel
- Consults with principals of schools regarding cafeteria needs to promote the use of cafeterias by students
- Devises and conducts in-service training programs
- Assists in planning cafeteria layouts in the selection of new equipment and facilities
- Prepares specifications for the purchase of supplies or equipment and makes recommendations regarding the awarding of bids
- Supervises financial record keeping activities of food service operations at the district and site levels
- Participate in community activities relating to the food service program
- Keeps records and prepares reports
- Review and approve special catering requests
- Perform other duties as assigned

Ability To:

- Direct the operation of all phases of cafeteria operation, including selection and training of managers and other personnel, in economical ordering and in use of foodstuffs
- Prepare menus affording a balanced diet for children of varying ages
- Write specifications for foods, supplies, and equipment and examine bids and determine the most advantageous ones in terms of quality and cost
- Analyze and interpret financial and operational data and identify and correct areas of inefficiency
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Keep records and prepare reports

Knowledge of:

- Federal and State legislation related to Food Services including financial support, nutritional requirements, and special programs
- Sound financial practices
- Short and long range planning
- Cooperative personnel practices

Education and Experience:

- High School Diploma supplemented by training and/or coursework in nutrition, dietetics, menu planning, quantity food preparation methods, or related field
- BA in Nutrition, Business Administration, or related field highly desirable
- Three years of experience in commercial or institutional food service operation with supervisory responsibilities