

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**DIRECTOR OF FOOD AND NUTRITION SERVICES**

**QUALIFICATIONS:**

1. Master's degree from an approved accredited educational institution with specialization in food and nutrition, business management, or another acceptable field.
2. Minimum of five (5) successful years of food service management and administrative experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of State Board of Education Regulations, state statutes, federal laws, and local district policies as they relate to food service, purchasing, records retention and property control. Knowledge of food sanitation and safety principles and practices. Knowledge of principles of food science and techniques of food preparation. Knowledge of nutrient composition of food and appropriate sources of data. Knowledge of principles of procurement, food production, distribution and service. Knowledge of principles of effective oral and written communication and documentation. Knowledge of financial management techniques. Knowledge of principles of organization and management. Ability to use computerized programs in food service operations. Knowledge of equipment used in food service. Knowledge of principles and techniques of human resource management, Knowledge in the field of food service program as administered in the public schools of Florida. Awareness of state health and food laws, State Board Regulations and local school board policies affecting food management.

**REPORTS TO:**

Assistant Superintendent

**JOB GOAL:**

To administer and develop a school district Food and Nutrition Services program that meets the nutritional needs and acceptability' of students, operates on a self-supporting basis, and is in compliance with all federal, state and local regulations.

**SUPERVISES:**

Food and Nutrition Services Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Direct and coordinate the implementation of a food and nutrition services plan in accordance with program requirements, regulations, and policies of the federal government (USDA), Florida Department of Education and the school district.
2. Administer all activities necessary to the operation and improvement of the district Food and Nutrition Services program,
3. Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the Food and Nutrition Services program.

**Director of Food and Nutrition Services (continued)**

4. Administer a system for collecting, analyzing, comparing, and reporting costs on both an aggregate and unit basis for each program.
5. Plan, promote, and organize training programs for personnel at all levels in the Food and Nutrition Services program.
6. Monitor food service operations at each school and periodically advise the principal of applicable findings.
7. Administer a program for the purchase of food and supplies for all operations within the Food and Nutrition Services program.
8. Request and allocate federally donated commodities to schools in accordance with prescribed inventory procedures.
9. Develop and recommend specifications for the initial purchase and replacement of Food and Nutrition Services equipment.
10. Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
11. Interpret the Food and Nutrition Services program goals and activities to the public.
12. Prepare or assist in the preparation of required district, state and federal reports.
13. Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
14. Utilize appropriate strategies to make decisions regarding, planning, utilization of funds, delivering services and evaluation of service provided.
15. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
16. Be knowledgeable of and adhere to Board policies.
17. Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
18. Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
19. Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
20. Monitor district compliance with applicable codes, rules and statutes.
21. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
23. Assist in the preparation and administration of the District and divisional budget.
24. Establish staffing formulas, determine labor allocations and assist managers in the selection, staffing and evaluation of personnel
25. Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome and safe food and meet state and local health department standards.
26. Conduct administrative reviews and surveys as required by the state.
27. Participate in the development of policies and procedures.
28. Attend meetings and conferences to promote professional growth and benefit the District.
29. Maintain hours for the required USDA Professional Standards.
30. Maintain expertise in assigned area to fulfill project goals and objectives.

**Director of Food and Nutrition Services (continued)**

31. Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
32. Develop appropriate board agenda items pertaining to areas of responsibility,
33. Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
34. Respond to inquiries and concerns in a timely manner.
35. Model and maintain high ethical standards.
36. Plan, implement and evaluate staff development activities of assigned personnel.
37. Adhere to applicable safety standards.
38. Follow attendance, punctuality and proper dress rules.
39. Maintain confidentiality regarding school/workplace matters.
40. Serve on district, state or community committees as assigned or appropriate.
41. Exercise proactive leadership in promoting the vision and mission of the department and districts
42. Set high standards and expectations and promote professional growth for self and others.
43. Perform other duties as assigned.

\*Essential Performance Responsibilities are all of the above

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 11.

Salary Schedule Pay Grade Administrative.