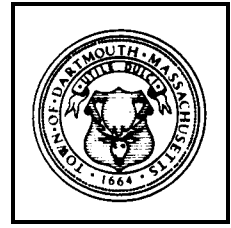


POSTING: 26-1-9
POSTED: April 2, 2025



Dartmouth Public Schools
Dartmouth, Massachusetts

DIRECTOR OF SCHOOL NUTRITION

Start Date: July 1 2025

TERMS OF EMPLOYMENT: Salary and contract as negotiated

WORK SCHEDULE: 205 day position (school year and additional days scheduled with approval of Supervisor)

QUALIFICATIONS:

- Minimum of three years in a district-wide school nutrition leadership role
- Bachelor's degree in food and nutrition, dietetics, culinary or related field preferred
- Credentialed as a School Nutrition Specialist through the School Nutrition Association is preferred
- Must have a working knowledge of USDA Food Service programs and regulations
- Must be creative, innovative, and customer service oriented
- Such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable

JOB DESCRIPTION: See attached.

Persons interested in this position should apply in writing no later than
April 28, 2025 to:

James A. Kiely, Assistant Superintendent of Finance and Operations
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or via email to Kate Genthner at kathleengenthner@dartmouthschools.org

This posting will remain open until the position has been filled.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

**DARTMOUTH PUBLIC SCHOOLS
DARTMOUTH, MASSACHUSETTS**

TITLE: Director of School Nutrition
DEPARTMENT: Food Services
REPORTS TO: Assistant Superintendent of Finance and Operations
SUPERVISES: Department of School Nutrition Staff
TYPE: 205 day position (school year and additional days scheduled with approval of Supervisor)

SUMMARY: The Director of School Nutrition is a 205 day position that reports directly to the Assistant Superintendent of Finance and Operations and is responsible for the administrative and operational leadership of the Dartmouth Public Schools Food Services Department. The Director of School Nutrition will provide leadership, coordination and innovation as related to the school nutrition program to ensure a healthy, effective, and financially sound operation.

QUALIFICATIONS:

- Minimum of three years in a district-wide school nutrition leadership role
- Bachelor's degree in food and nutrition, dietetics, culinary or related field preferred
- Credentialed as a School Nutrition Specialist through the School Nutrition Association is preferred
- Must have a working knowledge of USDA Food Service programs and regulations
- Must be creative, innovative, and customer service oriented
- Such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable

ATTRIBUTES, KNOWLEDGE, SKILLS:

- An unwavering commitment to student success
- Strong management skills, including leading, planning, problem-solving, organizing and coordinating
- Ability to communicate clearly and concisely (verbally and in writing) with superior customer service skills and tact in working with students, parents, teachers, administrators, staff, vendors and the general public
- A commitment to collaborative practice
- Able to delegate and exercise good judgment
- Able to lead, motivate and mentor staff
- Detail oriented
- Able to multi-task
- Knowledge of successful operation of K-12 School Nutrition programs, regulations, food preparation and storage, personnel management, finance requirements, food procurement practices, operations and maintenance
- Ability and knowledge of cooking techniques and menu development for schools to meet student preferences and scratch cooking food trends
- Proficient technical skills in office productivity and school nutrition software such as Microsoft, Google, Health-ePro, Mosaic, Virtual Gateway, and others as appropriate
- Demonstrated competence in personnel management
- Knowledge of kitchen layout, design and maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer and direct the implementation of the school nutrition program within the school district in compliance with federal, state and local regulations
- Responsible for all areas of food production, with special care given to the development of quality food selection/menus, marketing and presentation of all meals served, enhancing food options and increasing meal participation
- Establish, implement, maintain and document budgeting and financial management systems consistent with local, state and federal requirements.
- Monitor and analyze participation and budget planning to maintain a positive fund balance for the Food Services Department
- Ensure appropriate staff training on food preparation techniques, food handling and adherence to ServSafe safety standards, local Board of Health regulations, and OSHA safe work practices
- Responsible for development and implementation of food procurement practices, vendor relations and collaborative bids to support operations including but not limited to use of USDA foods, locally grown foods and farm-to-school initiatives
- Oversee and maintain accurate site-based records of meal counts, production records, inventory reports, cash reports and controls
- Responsible for catering coordination, planning, and service
- Monthly and periodic reporting requirements utilizing the District's accounting system and Massachusetts Department of Elementary and Secondary Education reporting
- Perform HACCP duties and oversight of production and inventory management policy development, monitoring and documentation
- Coordinate operations, documentation and audits for POS register, MySchoolBucks, and Mosaic BOH, MA DESE, Federal Funds Single Audit and accountable for follow-up in cash and resource handling practices, and other corrective actions
- Support and network with allied organizations that can assist in the Food Services operation including grant writing
- Perform all aspects of personnel management including hiring, supervising, training, mentoring and evaluating staff
- Perform other duties as assigned by the Assistant Superintendent of Finance and Operations

TERMS OF EMPLOYMENT: Salary and contract as negotiated

EVALUATION: Performance of this position will be evaluated on an annual basis by the Assistant Superintendent of Finance and Operations.