

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**DIRECTOR OF FOOD AND NUTRITION SERVICES I**

**POSITION:** Director of Food and Nutrition Services I

**REPORTS TO:** Deputy Superintendent of Fiscal and Supporting Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This position is responsible for organizing, directing, and supervising the Department of Food and Nutrition Services. This department provides nutritious meals for students in St. Mary's County Public Schools. The position ensures the department is fiscally solvent, complies with applicable laws and regulations, and operates in an efficient and effective manner. In addition, this position supports nutrition education training and staff development activities to enhance nutrition/health program development and performance.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Administers the National School Lunch and Breakfast Program in compliance with Federal regulations, Maryland State Department of Education rules, and Board of Education policies including required local, state, and federal reporting

- Prepares the school system's food service program budget and implements systems for financial management and control of program revenue and expenditures
- Plans, directs, and evaluates the management of food service systems and personnel to ensure quality in the distribution, storage, production, merchandising, and service of food
- Develops policies for staffing and criteria for all positions, makes recommendations for the hiring of new employees, and evaluates staff performance
- Develops and maintains effective inventory control and orders for meal items
- Plans and administers a comprehensive system to provide employee training and professional growth that supports positive employee engagement
- Plans, implements, and evaluates a system for procurement, receiving, storage, and distribution of food, equipment, and supplies
- Participates in facility planning, equipment specification, and selection for new and renovated schools
- Provides leadership in the development and implementation of nutrition education opportunities for students, teachers, and food service employees
- Identifies program needs, establishes program goals, monitors program activities, and evaluates program effectiveness
- Administers a system for providing technical assistance to schools in all phases of food service including food production, work efficiency, staffing, work schedules, menu changes, special meals, equipment selection, use and care of equipment, inventory control, employee evaluation, cash control, and methods of cost containment
- Provides direct supervision and evaluation of the responsibilities of the food service central office staff, cafeteria managers, and all other food service personnel
- Exercises initiative and independent judgement in the execution of duties
- Maintains an appropriate level of professional competence through participation in regional, state, and national workshops, meetings, and seminars
- Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through their participation in a nutritious school food service program
- Monitors operations and programs to meet the changing needs of school food service clientele
- Supervises the ordering, receiving, delivery, and accounting of school food service equipment, food, materials, and funds
- Prepares reports required by local, state, and federal departments or agencies
- Administers the free and reduced meal program
- Supervises the development and implementation of a food service workshop/staff development program, manager trainee program, and site assistance training program
- Performs other related and non related job duties as assigned by the Assistant Superintendent of Supporting Services

## **QUALIFICATIONS:**

### **Required:**

- Bachelor's degree, in business or restaurant and hotel management or related field with emphasis in the areas of accounting, nutrition, and institutional administration.
- Five (5) years of experience, preferably, in food service work in a school, hospital, industrial, or other large-scale multi-site food service operation
- Five (5) years of experience in leadership
- Experience applying specific software skills in spreadsheet applications and word processing
- Experience in selection of staff including supervision and evaluation, disciplinary procedures, and other employee-related concerns.

### **Preferred:**

- Master's degree

## **TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range G.

**BARGAINING UNIT ELIGIBILITY: SMASA**

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