



St. Helens School District
St. Helens, OR
Job Description

Job Title: Nutrition Director
Reports To: Director of Fiscal Services

JOB SUMMARY

The Director of Nutrition Services provides management of planning, organizing, supervising, and coordination of district-wide food service operations, in conformance with local, state and federal regulations and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provides an efficient and effective food service program. Quality healthy meals are served with a strong focus on a full-service salad and fruit bar in all schools.
2. Oversees and coordinates the daily operation of all school food service programs, including regular school, after school, and school break programs. Ensures that all kitchens follow wellness and H.A.C.C.P. Policies.
3. Ensure compliance of the nutrition program by managing the nutritional requirements of all meals to include developing and maintaining standardized recipes, establishing food quality and controls, writing meal and snack menus for building/grade level that meet or exceed USDA requirements, including those required for specialized diet and/or food related allergies.
4. Hire, train, oversee, and evaluate all nutrition services personnel to ensure safe, nutritious food production and an efficient nutrition services program.
5. Ensure sites are adequately staffed on a daily basis, including assistance with substitute arrangements, staff shifting, etc.
6. Provide on the job training to staff in areas of food production, sanitation etc.
7. Plan staff meetings and staff development days, including guiding and coaching Nutrition Services personnel.
8. Follow purchasing guidelines to ensure food and supplies reflect district needs, nutrition objectives, and financial integrity.
9. Inventory control
10. Responsible for determination of maintenance, repair, and/or replacement of equipment.
11. Monitor, and conduct audits and inspections at school sites for compliance in all areas of food production and program requirements; i.e. storage distribution methods, staff utilization, sanitation and safety practices, cash controls, vending programs, nutritional standards compliance, etc.
12. Project future needs for the nutrition services program and provide consultation for planning new or remodeled kitchen facilities.

13. Manages the Nutrition Services budget using appropriate financial management techniques.
14. Prepare monthly state reimbursements, and other state and federal reports and surveys.
15. Maintain adequate and accurate records to ensure program compliance.
16. Coordinate free and reduced eligibility and verification, as applicable.
17. Responsible for annual review of all schools required by U.S.D.A
18. Adapt to shifting priorities and frequent interruptions.
19. Keep up with current nutrition service products, equipment, and work techniques.
20. Other duties as assigned by Chief Financial Officer or Superintendent.

QUALIFICATIONS

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.

1. Bachelor's Degree or equivalent experience in areas related to food and nutrition, dietician services, administration, or management. Successful food services experience, in a Head Cook or Assistant Cook position, is preferred.
2. Demonstrated management experience; experience in the supervision and training of food service staff preferred.
3. Experience developing and managing budgets.
4. Strong organizational skills.
5. Demonstrated proficiency with computer programs including word processing, spreadsheets, email, etc.
6. Ability to establish and maintain effective and cooperative working relationships with students, staff and the public.
7. Current SNA member with at least a Level 1 certification, or the ability to obtain within 60 days. (Explanation of S.N.A – “School Nutrition Association” which is a national credential organization that trains and promotes school Nutrition nationally and requires continuous education requirements.
8. Current Food Handlers card

SUPERVISORY RESPONSIBILITIES

The Nutrition Services Director supervises all Nutrition Services staff, including (but not limited to) Cook Managers, Assistant Cooks, and Cook Helpers.

SALARY

Confidential salary schedule as negotiated and approved by the Superintendent and School Board.

EVALUATIONS

In accordance with district policy.

PHYSICAL DEMANDS

The physical demands described here 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.

1. In an eight-hour day the employee may:
 - a. Stand/walk 1 – 3 hours
 - b. Sit 3 – 6 hours
2. The employee may occasionally:
 - a. Bend/kneel/squat/reach
 - b. Climb Stairs or ladders
 - c. Use hands for repetitive motions
 - d. Lift and hold items to forty pounds
3. Noise Level in the work environment is usually quiet.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise Level in the work environment is usually moderate to loud.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 1/27/2025

I have read and understand this job description.

Signature: _____

Date: _____