EXECUTIVE DIRECTOR, ENTERPRISE MANAGEMENT

Denver, CO, United States

Job Info

- Job Identification 78971
- Job Category Administration
- Posting Date 12/16/2025, 04:12 PM
- Locations Emily Griffith Campus
- School Year Not Applicable
- Schedule Full Time Year Round
- Work Schedule Name CP235 - V20
- FTE 1
- Department OFFICE OF OPERATIONS

Applicants may redact any information that identifies age, date of birth, dates of attendance at or graduation from an educational institution on transcripts, resumes or other documents being submitted as part of this application

Job Description

** Applications will be received until **January 6, 2025**. If the position is not filled by then, we may consider applications submitted after the deadline. Interested applicants must apply online by visiting the Denver Public Schools job board at careers.dpsk12.org. **

About this job:

Provides leadership for the District's food and nutrition services, warehouse/distribution, fixed assets, vending and mail service functions. Establishes the strategic goals of the department and directs personnel, facilities, and operations to achieve optimum efficiency and quality standards. Champions nutrition services as an integral part of the District's education program, creating access to quality food options so that district students have the nutrition they need throughout the day to learn.

**The Executive Director must demonstrate a willingness to sign a confidentiality agreement. This role requires maintaining the highest level of confidentiality regarding all District matters, especially those involving the Superintendent, Chief of Staff, and the Board of Education. Ensuring trust and discretion is paramount to the success and integrity of this position.

What DPS Offers You:

- A Culture that values Equity, Accountability, Integrity, Collaboration and Fun with a shared vision that Every Learner Thrives.
- **Salary Range $125,185 - $153,329 annually.** Click here for more information on compensation for these roles.
- In addition to competitive compensation, DPS has other Total Reward offerings such as; time off, health and wellness benefits, and PERA Retirement.

What You'll Do:

- Oversees budget, personnel, operations, policy and procedures for food services, warehousing/distribution, vending programs, meeting all applicable regulations and customer service standards. Evaluates data and analyze Evaluate data and analytics related to the operation to ensure adherence to budget and staffing related to meal participation, student enrollment, etc.
- Directs, organizes and controls the preparation and service of student meals, purchasing and inventory of food, materials, supplies and equipment; administers the National School Lunch, Breakfast and After School Snack programs
- Oversees and directs farm to school activities and establishes the direction and strategy for the food services production greenhouse.
- Develops and monitors budgets and grants, evaluating and creating school profit and loss statements and implementing measures to increase profitability; develops procedures and supervises activities required to qualify for claiming, collecting, recording, and controlling food service revenues; estimates the cost of new and replacement equipment, contributes expertise to remodeling or installation of new

kitchens, evaluates quantities of perishable and staple foods consumed; prepares, with coordination from the Purchasing Department, food bid specifications.

- Reviews the annual financial report for State School Lunch Division and the Federal Child Nutrition Program; reviews and approves all reports submitted to the Colorado Department of Education
- Oversees receiving and bar coding all new school assets, moving serviceable assets between buildings, tracking assets and oversees the annual general inventory process
- Establishes, develops and maintains effective working relationships with multiple bargaining units, business representatives, industry and government
- Establishes units of study and directs training of food services employees in scratch cooking, sanitary practices, correct serving procedures, and general food service policies
- Directs, plans and conducts an annual review of food services operations, ensuring food services policies and procedures, including health and safety, comply with all applicable federal, state and local laws and regulations; conducts random and scheduled audits to determine if food services operations are conducted properly and reports are an accurate representation of existing operations; recommends to leadership, as necessary, corrections or improvements to food services policies and procedures
- Directs maintenance of quality control over foods received for warehousing by regularly testing for quality and acceptability under established standards; ensures compliance of all District, local, state and federal regulations related to food services, safety and sanitation
- Oversees and directs Enterprise Management senior leaders, including their performance evaluations, goal setting, coaching, and ongoing development plans.

What You'll Need:

- Bachelor's Degree
- Master's Degree preferred

- Seven (7) to ten (10) plus years of Director or above leadership experience within a major food service operation, preferably within a school district
- Demonstrated experience monitoring and accurately forecasting food services activities, marketing and merchandising, conducting compliance, financial and contractual audits or investigations, and negotiating with vendors and contractors
- Valid Colorado Driver's License, appropriate insurance coverage and acceptable driving record for the past three years
- Lead for racial and educational excellence and work to dismantle systems of oppression and inequity in our community, along with believing in and supporting all students so they feel seen and heard with access to high quality education.
- Live and work with a permanent home address in Colorado while working with us.
- Have the ability with or without accommodations to meet the ***physical demands*** of the position.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender expression, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other status protected by law or regulations. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Students First. Integrity. Equity. Collaboration. Accountability. Fun

About Us

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.