



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	School Nutrition Director
Department / Location:	Business Services / District Office
Reports to:	Deputy Superintendent
Employees Supervised:	Assistant Director of School Nutrition, Administrative Assistant to the School Nutrition Director, Kitchen Managers, Program support staff
Classification:	Exempt
Status:	12-month
Created / Revised:	November 2025
Board Approved:	January 13, 2026

Position Summary

The responsibility of the School Nutrition Director is to supervise all operations related to the planning, budgeting, staffing, and preparation of food for the District's school nutrition programs. The School Nutrition Director will ensure program compliance with relevant federal, state, and local policies, regulations, and procedures. The Director will partner with others in the District and community to develop a nutrition program that meets customer satisfaction, the nutritional needs of students, community values and District administrative expectations.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions:

1. Lead and oversee the day-to-day operations of the School Nutrition Department, ensuring compliance with Federal, State, and local regulations.
2. Establish and maintain program standards that meet or exceed USDA's Child Nutrition Program (CNP) requirements to ensure the operation of a high-quality, nutritionally sound school nutrition program.
3. Plan, monitor, and manage the department's financial performance, including budgeting, forecasting, meal pricing and cost control.

4. Develop and manage menus that reflect student preferences, nutritional standards, cultural relevance, community values, and operational feasibility; oversee recipe development and product/recipe evaluation.
5. Oversee the procurement and distribution of food, supplies, and equipment, including bid processes, vendor relationships, product sampling, and inventory systems.
6. Implement and monitor quality control and standardized food production procedures to ensure consistency and meal appeal.
7. Assess facility and equipment needs; coordinate maintenance, repair, and replacement planning for efficient, cost-effective, and safe kitchen operations.
8. Develop, implement, and monitor sanitation and food safety procedures including staff training and compliance with HACCP and all federal, state, and local health regulations.
9. Establish staffing plans; recruit, hire, train, evaluate and support all School Nutrition personnel alignment with District policies.
10. Advocate for the health and nutritional needs of students to support learning, equity and overall wellness.
11. Engage and collaborate with students, families, district leadership, community partners, and local producers to support wellness initiatives and promote the value of school meals.
12. Attend work regularly.
13. Perform all other duties as assigned.

Knowledge, Skills and Abilities

1. Ability to establish and maintain effective working relationships with staff, students, families and community members.
2. Ability to effectively supervise, develop, and support staff.
3. Knowledge of federal, state and local food safety regulations.
4. Ability to assess program needs, develop long range goals, and annual objectives.
5. Ability to plan menus that meet nutritional requirements, reflect student preferences, and align with budget and operational parameters.
6. Ability to apply effective problem solving and conflict-resolution techniques to successfully support organizational change.
7. Knowledge of and ability to support nutrition education and district wellness initiatives.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Travel between district buildings is required.

Physical Requirements

1. Ability to move throughout school buildings to attend meetings and monitor program operations.
2. Ability to communicate clearly to exchange information with administrators, staff, and community stakeholders.
3. Ability to observe and evaluate employee performance and work practices.

Education and Experience

1. Bachelor's degree in Dietetics or related field required.
2. Registered Dietitian Nutritionist (RDN) credential or eligibility to obtain preferred.
3. Registered dietician with the American Dietetic Association preferred.
4. Work experience as a dietitian or School Nutrition Director in a large food service operation, including supervision of employees preferred.

Licenses and Certifications

1. School Nutrition Specialist (SNS) credential, or willingness to obtain within the first two years of employment preferred.
2. Food Safety within 30 days of employment unless already certified.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.