Adams12 Five Star Schools

Job Description
Prepared/Revised Date: July 2026

Job Title:	**Director, Nutrition Services**	Job Code:	**5028**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L 20**
Work Year:	**12 months**		

SUMMARY: Direct, oversee, and is responsible for the operation of the Nutrition Services Programs. Lead, coach, and enhance self-directed workforce that plans, directs and delivers services for staff, community, and students. Responsible for planning, directing and supervising Nutrition Services Programs to meet the nutritional needs of students and staff as established by the United States Department of Agriculture Food and Nutrition Services federal regulations and the Colorado Department of Education Nutrition Unit state regulations for the federal child nutrition programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for and directs the operation of the Nutrition Services department. Provides vision/mission for the Nutrition Services department. Effectively identifies, assigns, directs, evaluates, develops, provides remediation and terminates Nutrition Services staff. Directs and is accountable for special revenue fund. Develops, implements and monitors business and marketing plans. Develops internal and external processes continually to provide the best services in support of the educational needs of our students. Adheres to the district decision-making process, school board policies, and district strategic plan. Collaborate and communicate with essential stakeholders to successfully provide services to our customers.	D	25%
2. Contributes to the enhancement of the educational environment by providing extended learning opportunities in nutritious meals in Nutrition, effective office support and development. Provides testing, evaluation and implementation of new technology. Creates and implements training programs to develop staff. Develops technical specification and requisitions for purchase of capital equipment, small equipment, food and expendable items for Nutrition Services departments. Designs and implements decisions, policies, procedures and systems that comply with federal, state, local and board laws or directives. Responsible for effective external and internal communication and customer service for the department.	D	25%
3. Supervise, evaluate, and guide staff overseeing multiple sites that operate Nutrition Services. Provide resources to effectively deliver the customer oriented, cost-effective services to schools.	D	15%
4. Develop, implement and complete the District wellness policy. Responsible for reporting to Colorado Department of Education to maintain adherence to state and federal requirements. Develop and implement guidelines and recommendations to direct wellness compliance and needs. Develop and complete emergency readiness food service plans, including biosecurity management plan.	D	10%
5. Participate in a variety of committees, meetings, and serve on various teams. Develop Nutrition Services facility templates, kitchen designs, and equipment schedules for new and renovated schools. Effectively allocate the use of department physical and material resources. Coordinate capital reserve projects and budget. Research, develop, and plan various projects.	D	10%
6. Develop, implement and evaluate strategic and continuous improvement plans. Counsel and coach employees in a manner conducive to increase and improve performance accountability.	D	10%
7. Perform other duties as assigned	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with major in nutrition, business, dietetics, or related field preferred. Additional four (4) years of experience in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field may be substituted for this requirement.

- Master's degree in business management, nutrition, or related field preferred.
- Minimum of five (5) years of experience in school food service management or business management.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Registered dietician preferred.
- School Nutrition Specialist preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Ability to frequently travel among district facility locations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specification writing, procurement, report writing information analysis, strategic planning, marketing, nutrient analysis.
- Able to provide reports to the chief operation officer.
- Ability to organize, assign, direct and inspect work of subordinates and exercise good judgment in evaluating situations and making decisions.
- Ability to understand and implement federal, state, local requirements and National School Lunch Program requirements.
- Possess ability to speak before large and small groups and organizations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Nutrition & BASE Resource Manager	1	3021
	Nutrition Operations Manager	1	3035
	Free & Reduced Coordinator	1	1165

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Responsibility for developing, administering, monitoring, analyzing, and coordinating special reserve budget.
- Responsible for adjusting staffing and resources at central office and the sites to keep the departments within budget.
- Initiate requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	