PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0264
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, FOOD AND NUTRITION

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in Administration, Business Management, Nutrition and/or Institutional Food Management, plus a minimum of five (5) years successful experience in management and supervision, preferably relating to quantity food preparation and service. Demonstrated experience and knowledge of operational and financial reporting.

PREFERRED:
Demonstrated ability to plan, organize and direct activities of a large school system's food service operation.

MAJOR FUNCTION

An administrative position requiring major leadership responsibility in planning, organizing, coordinating, directing and evaluating all phases of a self-supporting Food and Nutrition department.

ESSENTIAL RESPONSIBILITIES

- Administers the federal child nutrition program in compliance with federal, state and local policies.
- Plans with department staff for the provision of meals meeting recommended nutritional requirements at an acceptable cost.
- Prepares the food and nutrition budget and implements systems for financial management and control of program revenue and expenditures.
- Plans, directs and evaluates the management of food service systems to ensure quality and accountability in the distribution, storage, production, merchandising and service of food.
- Establishes the food and nutrition organizational chart and monitors staffing for needs and sustainability.
- Plans, organizes and supervises the training of all school food and nutrition personnel and ensures that in-service training programs are constantly updated to achieve program standards and succession planning.
- Collaborates with the purchasing department in developing specifications for food and equipment bids and is responsible for testing and evaluating new products and information.
- Plans, implements and evaluates a system for procurement, receiving, storage, and distribution of food, equipment and supplies.
- Collaborates with district administrative personnel in facility planning, equipment specification and selection for new and renovated schools.
- 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 and nutrition.
- Supervises assigned personnel, conducts annual appraisals and supports professional development goals.
- Participates in professional development/training to remain current on all USDA requirements.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21; REVISED: RT, SUPERVISES, MQ, MF, ER, 11/05/24 PT; BOARD APPROVED: 12/17/24

DIRECTOR, FOOD AND NUTRITION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Director, Food and Nutrition – Administrative