

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Director of Nutrition Services

Schedule / Grade: Salaried Support / 8

Job Code: 98DIRCT790

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/24/2026

PURPOSE

The Director of District Nutrition Services leads, plans, and evaluates the district-wide Food and Nutrition Services Department across all school sites. This position is responsible for administering all federal, state, and local school regulations surrounding child nutrition programs. The Director ensures operational efficiency, strict regulatory compliance, financial accountability, high nutritional standards, and equitable access to healthy meals for all students in an over 18,500 student district.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Direct operations and activities in all district child nutrition kitchens.
- Establish strategic goals, policies, menu and recipe standardization, and standard operating procedures (SOP's) for the Nutrition Services department.
- Oversee the administration of free and reduced-price meal applications, direct certification processing, application verification, Community Eligibility Provision (CEP), Provision II, donated foods, Farm to School and Local Wellness programs for all district locations.
- Plans, develops, monitors, and manages annual food service multimillion dollar budget including procurement of food, supplies, equipment and contracted services in compliance with USDA regulations.
- Enforces strict local, state, and federal regulations, including HACCP, meal compliance, records maintenance, and equipment maintenance.
- Responsible for recruitment, hiring, retention, supervision, evaluation, and required procedural training of all Nutrition Services personnel.
- Engage in and respond to community and district inquiries, student special dietary needs, media requests, grant funding and program audits.
- Monitors key performance indicators (KPIs), including meals per labor hour (MPLH), participation trends, and inventory turnover.
- Manage professional standards for all department positions.

- Cooperates with principals in conducting the food services program and its related activities.
- Performs all other duties as may be assigned by the *Chief Operations*
- *professional continued education and accreditations.*

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Chief Operations Officer for Administration
Supervises: Exempt and Non-Exempt Nutrition Services Personnel

QUALIFICATIONS

Minimum: Bachelor's degree with emphasis on child nutrition or food service management; 3 years' experience in food service management or a related field. Must have valid driver's license. Must be Serv Safe Certified.

Preferred: Administrative experience in a K-12 setting is desirable. Prior experience in Child Nutrition Programs

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to staff and other administrators, and boards. Respond to common questions and concerns. Interview staff. Read, analyze, and interpret professional journals, memoranda, policies, program regulations, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts' information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's information software and databases. Readily utilize smart boards, projectors, front and back of house food service software, and other instructional technology provided by the district. Adherent to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: The selected applicant will frequently stand, stoop, bend and kneel; The selected applicant frequently moves throughout the building and must be able to walk long distances. Occasionally, the employee will lift or move up to 50 pounds. The selected applicant must have both close and distance vision. Consistent and regular attendance is an essential function of this position. Weekends or evening hours may occur.

Environmental Conditions: While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer