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: 10/09/2026

PURPOSE

The Director of Nutrition Services champions student health and academic success by strategically leading the district's child nutrition programs across 37 buildings. This role drives the operational, financial, and nutritional integrity of the department, ensuring that 18,000+ students receive high-quality, appealing, and federally compliant meals in a fiscally responsible and safe environment while fostering a culture of health and wellness.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assume responsibility for all food preparation, presentation, and distribution activities across the district's child nutrition programs.
- Provide employment recommendations, and employee scheduling, supervision, training and evaluation of those employed in the Nutrition Services department.
- Oversee the procurement of supplies and equipment.
- Provide guidance for all menu planning, recipes and nutritional analysis of all district child nutrition menus.
- Responsible for maintenance of all records and reports required by local, state and federal agencies.
- Responsible for payroll and financial reports.
- Coordinate with building administrators to optimize kitchen and cafeteria logistics.
- Enforce rigorous sanitation and health standards across all kitchens, ensuring strict compliance with local health department regulations and HACCP safety protocols.
- Maintain inventory of food, supplies and equipment.
- Oversee equipment replacement and repairs.

- Provide input and recommendations for kitchen design and remodels.
- Advocate for the child nutrition programs by leading internal staff communications and presenting operational or financial updates to the school board and executive leadership.
- Serve as the primary spokesperson for the Nutrition Services department representing the district's child nutrition programs for district staff, parents, community stakeholders, and local news outlets.
- Lead the design, review, and governance of core departmental standard operating procedures to drive institutional efficiency and risk mitigation.
- Confer with vendors and evaluate new menu products.
- Perform all other duties as may be assigned by the *Chief Operations Officer* for Administration.
- *Maintain professional continued education and accreditations (licensure and registry).*

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 polices, 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 in food/nutrition, dietetics, or culinary arts and 5 years' experience in food service or a related field. Must be Serv Safe Certified.

Preferred: Administrative experience in a school district or institutional setting is desirable.

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 district staff, other administrators, community stakeholders, parents and boards. Respond to common questions and concerns. Interview staff. Read, analyze, and interpret professional journals, memoranda, policies, federal 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 District 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 and other instructional technology provided by the district. Adhere 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. Work with commercial food service equipment and chemicals.

Environmental Conditions: While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between negative 5 to positive 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