

DIRECTOR OF SCHOOL NUTRITION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Directs the overall program operations for the School Nutrition Department, including budgeting, staffing, procuring food and equipment, and training and staff evaluation.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; calculates staffing requirements for each school; fills all staffing needs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares annual budget for School Nutrition; calculates new meal and a la carte prices.
- Prepares and evaluates monthly financial reports.
- Prepares, distributes, and analyzes bids for food, supplies, and equipment.
- Visits schools to evaluate individual programs; schedules and conducts managers' meetings.
- Updates all software programs; coordinates equipment repairs and maintenance.
- Prepares and submits meal claims for reimbursement.
- Schedules and conducts parent and school nutrition advisory meetings.
- Reviews and evaluates food and supply inventories; collects and monitors large equipment inventories.
- Participates in food product testing with Co-op members.
- Prepares proposals and contracts for contract feeding.
- Schedules annual training programs to include sanitation, cashiering, and management.
- Signs and approves all purchase orders.
- Coordinates all emergency feeding situations that may occur.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of food preparation and nutrition; knowledge of school policies and procedures; excellent oral and written communications and human relations skills is a must.

EDUCATION AND EXPERIENCE:

Bachelor's degree; supplemented by three (3) years previous experience and/or training that includes school nutrition operations for site and central office; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of health certificate for food preparation issued by the State of Virginia.

PHYSICAL REQUIREMENTS:

This is moderate work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.