



NUTRITION SERVICES DIRECTOR

Job Description
October 18, 2013

Position Summary

Utilizing leadership skills ensure that the business operations of the District Nutrition Services and the Print, Copy and Mail Center (PCMC) run cost effectively, are customer focused, and following best practices.

Reporting Relationship

Report to the Chief Operations Officer (COO).

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Direct the operations of Nutrition Services and the PCMC.

Manage multiple district priorities and direct resources to appropriately achieve Nutrition Services and PCMC goals.

Ensure that Standard Operating Procedures (SOP's) and specific operating plans are utilized for the functioning of the Nutrition and the PCMC operations.

Develop an annual budget and an annual work plan; provide monthly operating reports.

Provide full profit and loss oversight to ensure efficient services and customer satisfaction; review and approve expenditures within the approved budget; approve reallocation of fees received and ensure that the Nutrition Services operation is self-supporting, and that the PCMC stay within budget.

Provide the COO with timely updates concerning services provided under the direction and fiscal responsibility of this position.

Under the direction of the COO, represent the District in all matters concerning Nutrition Services and the PCMC, including being the spokesperson, when designated.

Review personnel actions initiated by subordinate supervisors and initiate personnel actions as necessary. These actions may include discharge, grievance responses, and Loudermill letters

NUTRITION & CUSTODIAL SERVICES DIRECTOR

Responsibilities (continued)

Participate in the general administration of the district and ensures compliance with all applicable Board policies.

Provide direction to staff that ensures that meals served to students meet or exceed dietary guidelines and contribute to the health and well-being of our students.

Develop short and long range program and equipment plans to align with changing enrollment and district goals. Consult with architects and building department managers concerning the design of new kitchen or cafeteria construction and remodeling.

Participate in labor management activities, collective bargaining negotiations and contract maintenance activities, which involve Nutrition Services and the PCMC.

Ensure that all regulations and laws are complied with in order that the district is found in compliance when audits and reviews are conducted by United States Department of Agriculture (USDA), (Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE) and other agencies.

Exercise general administrative supervision directly and through subordinate managers and supervisors over all levels of employees, within the Nutrition Services and PCMC operations.

Ensure that employee training and development programs are designed to increase knowledge and skill in quantity food preparation, sanitation, customer service, OSHA regulations, postal regulations, food products and supplies, equipment repair and installation and related topics.

Direct the maintenance of records and preparation of reports.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the operation of a large food service system.

Thorough knowledge of local, state and federal laws and regulations and special grant conditions affecting food preparation and sale.

Thorough knowledge of the selection, operation and maintenance of sophisticated, mass-production food preparation equipment.

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Knowledge, Skills and Abilities (continued)

Considerable knowledge of nutrition theory and principles and how large-scale food preparation operations affect food quality.

Considerable knowledge of the methods and procedures for ordering, storing and delivering food and custodial equipment, supplies and other materials.

Considerable knowledge of the laws, rules and regulations relating to building maintenance and operations.

Considerable knowledge of management theories and techniques.

Considerable knowledge of the principles of financial management.

Considerable ability to plan, organize and delegate work.

Considerable ability to establish effective working relationships with school officials, subordinates, parents and students.

Considerable ability to create and support partnerships with industry, universities, internship programs and other school districts.

Minimum Qualifications

Bachelor's degree in foods and nutrition, institutional management, or a related field, and five years of experience in a leadership position responsible for complex and diverse functions in a large-scale institutional or commercial food service facility. A Saint Paul Food Service Manager Certificate will be required within three months of appointment.