



Manager, School Nutrition Menus & Wellness

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| Reports to: | Assistant Director, School Nutrition Services | FLSA Status: | Exempt |
| Department: | School Nutrition Services | Structure/Grade: | Unified 124 |
| Division: | Finance | Workdays: | 246 |
| Retirement: | Teachers Retirement Services | | |

Position Summary

Plan school nutrition program menus and complete nutrient analyses for all menus and recipes. Manages the district school nutrition wellness program for all school levels. Assists with product selection and bid development for foods to be used in the school nutrition program.

Essential Job Duties

- Develops and monitors breakfast, lunch, snack, and non-reimbursable menus.
- Completes nutrition analysis of all menus to document compliance with USDA School Meals Initiative Regulations.
- Develops, tests, and standardizes recipes to include recipe adjustments, commodity usage, and recipe evaluations.
- Manages student medical diet prescription forms.
- Maintains menu carbohydrate counts.
- Collaborates with school nurses and compliance guidance for student medical diets as it relates to school nutrition.
- Develops bid specifications for food and supplies.
- Writes proposals for nutrition education grants.
- Generates wellness communications for online and printed materials.
- Identifies nutrition resources to enhance menu planning and nutrition education.
- Evaluates menus and non-reimbursable food items based on cost versus nutrient contribution.
- Identifies and locates new products for school meals.
- Assists with USDA commodity ordering, allocating to schools, net off invoice items, and processing.
- Assists with the development of inventory management tools and training for purchased and commodity foods.
- Updates production record training as needed for regulatory compliance.
- Maintains food items, inventory, recipes, and menu databases.
- Develops monthly menu calendars for website posting.
- Maintains all databases and processes related to food production and meal service
- Implements Wellness Policy, including evaluation with schools, staff, and departments.
- Serves as liaison to local wellness council and provides training for school activities to promote wellness.
- Functions as an Area Compliance Supervisor for schools as needed.
- Performs other duties as assigned by the appropriate administrator.



Qualifications

- Bachelor's Degree in Home Economics, Dietetics, Food and Nutrition Science, or a closely related area is required; Master's Degree preferred.
- Must be a registered Dietitian.
- Minimum 3 years of related child nutrition program management experience or closely related food service experience, AND 2 years of supervisor/management experience required. In lieu of 2 years of supervisory experience, may consider at least 2 years of experience working in a role directly related to developing or monitoring school food service menus.
- ServeSafe Certification must be obtained within 90 days of employment and renewed every five years.

Knowledge, Skills, and Abilities

- Knowledge of child nutrition standards and food service management, including menu planning, food preparation, portion control, serving procedures, and sanitation practices required
- Knowledge of Federal, State, and local school food and nutrition policies and procedures required
- Knowledge of purchasing and financial management procedures
- Ability to supervise and work effectively with departmental personnel
- Proficient computer skills, including Excel, Word, PowerPoint, and MS Outlook
- Excellent communication skills, both written and verbal
- Excellent organizational and leadership skills
- Demonstrates customer service excellence and strong interpersonal skills
- Ability to apply critical thinking skills in rendering solutions to various issues
- Ability to collaborate effectively with District personnel, the general public, and work with diverse groups of people

Physical Demands and Work Environment

- Ability to read small print and view a computer screen for prolonged periods.
- Ability to tolerate exposure to noisy conditions.
- Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
- Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
- Ability to lift, push, pull, and/or carry objects that weigh as much as 25 pounds or more frequently.
- Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
- Ability to read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/18/2025



- Ability to be flexible and adapt as needed between various in-person working environments.
- Ability to perform food preparation and meal service tasks.
- Ability to stand in a school kitchen.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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