



# Manager III, School Nutrition Regional Compliance

<b>Reports to:</b>	Director, School Nutrition Services	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	School Nutrition Services	<b>Structure/Grade:</b>	Unified 130
<b>Division:</b>	Finance	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Provides leadership and coordination for planning, implementation, and assessment of the DCSD School Nutrition Department. Ensures compliance with all State and Federal Laws, State Department of Education Rules and Regulations, and DeKalb County Board of Education Policies where applicable. Conduct ongoing analysis of nutrition operations to ensure immediate corrective actions are put in place where standards are not being met. Responsible for program improvement, leading direct reports, providing information and service to the school-level managers, and participating in related workshops and seminars to stay abreast of current best practices and issues.

## Essential Job Duties

- Coordinates School Nutrition Department operations according to Federal, State, and Board regulations and policies, and establishes food service standards and practices.
- Monitor and document each school's adherence to program standards to ensure the operation of nutritionally and financially sound School Nutrition Programs.
- Utilizes knowledge of USDA regulations and guidelines to ensure compliance with areas such as Free and Reduced-Price Meal Process, Purchasing Practices, School Meals Initiative, National School Breakfast Program, National School Lunch Program, and USDA Foods Program.
- Provides leadership, coaching, and direction to the Area Compliance Supervisors and direct reports.
- Monitors and evaluates food service operations to ensure local school nutrition personnel are maintaining all required standards, including but not limited to, the areas of food preparation and service, sanitation and safety, kitchen design, large equipment, record keeping, purchasing and storing foods, accountability, and organization.
- Assists in developing, organizing, and conducting training and staff development for area supervisors, cafeteria managers, food service workers, and cashiers, as determined by local and state guidelines.
- Assists in conducting the annual program evaluation process for central office and school-level staff; formulates and submits recommendations for improvement.
- Collaborate with the administrative team to establish standards and controls for food sanitation and safety programs for the School Nutrition Department.
- Assists with interviews of qualified candidates to fill available manager positions and central office positions.
- Assists with disciplinary and corrective action as needed.
- Serves as the escalation point for school administrators.
- Responsible for participating in meetings, workshops, seminars, state training sessions, etc., for the purpose of conveying and/or gathering information pertinent to the proper functioning and improvement of the nutrition and food services department.



- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Updates and maintains Standard Operating Procedures related to Operations.
- Participates with the administrative team to develop and implement the Strategic Plan, including identifying new initiatives, setting benchmarks, and data collection and tracking.
- Works with the administrative team to assist local schools in personnel management, determining labor and hiring, and evaluating employees.
- Collaborates with the administrative team to implement a communication program, including promotional activities and parental and stakeholder involvement.
- Promote communication and professional growth of central office and school-level staff.
- Performs other duties as assigned.

### Qualifications

- Bachelor's Degree in Home Economics, Dietetics, Food and Nutrition Science, or a closely related area is required; Master's Degree preferred.
- Minimum 3 years of related child nutrition program management experience or closely related food service experience, AND 3 years of supervisor/management experience required
- 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
- Appropriate decision-making and problem-solving skills
- Ability to develop, implement, monitor, and evaluate program goals and initiatives
- 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
- Experience providing strategic leadership, managing, and coaching staff

### 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.

*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: 12/2/2025*



- 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.
- Ability to be flexible and adapt as needed between various in-person working environments.
- Frequently exposed to extreme temperatures.
- Frequently exposed to loud noises.
- Occasionally exposed to oils and fumes from food products and equipment
- Constantly operates tools and equipment that can pose a hazard.

#### **Supervisory Responsibility**

- Oversees the work of experienced-level professionals.
- Regularly advises teams on complex matters.
- Conduct performance evaluations.
- Provides leadership, coaching, and direction.

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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