

*Fountain-Ft. Carson School District Eight*  
**Job Description**

Job Title: **Manager, Nutrition Services**  
Pay Schedule/Range: **Supplemental**  
Prepared/Revised Date: **September 9, 2025**

Reports To: **Deputy Superintendent**  
FLSA Status: **Exempt**  
Work Year: **12-month**

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**SUMMARY:** Responsible for day-to-day operations of the District Nutrition Services to include working with the Food Services contractor, supervising the compliance requirements of the Colorado Department of Education Nutrition Services Unit and the National School Lunch Program, and overseeing program reviews. Direct and operate District Nutrition Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>
1. Supervise Nutrition Services Specialist	D
2. Oversee participation and revenue reports for nutrition services.	D
3. Coordinate with Food Service Provider to ensure consistent operations across the district in breakfast and lunch service.	D
4. Implement the evaluation of kitchen equipment and work environments including maintaining a list of kitchen equipment with purchase date and service date.	M
5. Coordinate with Facilities the repair of kitchen equipment.	M
6. Facilitate implementation of decisions, policies, procedures and systems that comply with Federal, State, and Local laws, Board Policy, or directives for Nutrition Services.	D
7. Oversee the submittal of purchase requests for Nutrition Services.	W
8. Maintain relationships with school administrators and front office staff to provide guidance and support.	D
9. Coordinate, facilitate and/or serve on a variety of district committees	M
10. Oversee reporting requirements for state reports, audits, health inspections and annual reviews.	A
11. Oversee the National School Lunch Program including Free and Reduced Lunch applications, direct certification, and State claims.	M
12. Support concession implementation at secondary schools as appropriate.	Ongoing
13. Perform other duties as assigned.	Ongoing

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate's degree or two-year college certificate in business, preferred.
- Minimum of three years of experience in Nutrition Services.
- Previous supervisory experience.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado Class A driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Good interpersonal relations skills and oral and written communication skills.
- Strong math and accounting skills.
- Customer service and public relations skills.
- Budget development and fiscal management skills.
- Knowledge of nutrition services, programs and reporting.
- Ability to manage multiple priorities and multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, administrative policies and practices and building and department procedures.

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**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, including Excel.
- Experience with Nutrition Services programs including LINQ and Point of Sale applications; knowledge of Purchasing & Payables and General Fixed Assets modules, preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	
<b>Reports to:</b>	Deputy Superintendent	
	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Administrative Specialist – Nutrition Services	1

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, stoop, kneel, crouch, or crawl and smell. The employee is occasionally required to sit, reach with hands and arms, and climb or balance. The employee must lift and/or move up to 10 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. Occasionally exposed to kitchen equipment and other hot surfaces.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to use interpersonal skills. The employee is frequently required to compare, copy, analyze, communicate, coordinate, instruct, compute synthesize, evaluate, compile, and negotiate.