



3/3/2022, 8/21/2022, 7/1/2023, 3/28/2024, 10/15/2025, 10/21/2025

JOB DESCRIPTION

POSITION TITLE: Director of School Nutrition	REPORTS TO: Assistant Superintendent of Support Services
WORK DAYS: 240 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 630
FLSA: Exempt	LOCATION: Central Office
PRIMARY FUNCTION: Oversees all aspects of food service throughout the district and in all schools, administering the school meal program according to local, state, and federal policies. Oversees the School Nutrition department's accounting functions including preparing accurate monthly and annual financial reports for the State and Board of Education. Ensures that the School Nutrition department reports federal and state financial data by required deadlines. Coordinates workers' activities in preparing meals in school cafeterias by performing duties directly or indirectly through subordinate supervisors and/or school cafeteria managers.	

REQUIRED QUALIFICATIONS:

Minimum Education:

Master's degree preferred; Educational Leadership Certification is preferred. Must be eligible to obtain a GA Teacher Certificate In-Field (School Nutrition Director P-12) within three years of employment; must be ServSafe certified.

Minimum Experience:

Minimum of two years of experience in School Nutrition, Management, or Accounting

Preferred Knowledge, Skills, & Abilities:

<ul style="list-style-type: none">• Effective written and oral communication• Organizational, interpersonal, and leadership skills• Financial, administration, and planning skills• Computer competence• Microsoft Office Suite• Google-based platforms	<ul style="list-style-type: none">• Strong problem-solving and analytical skills• ServSafe• Infinite Campus• SmartFusion
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

<ul style="list-style-type: none">• Demonstrates prompt and regular attendance• Exhibits professionalism• Follows all county, state, and federal policies and procedures• Manages Commodity Ordering System, SNO (School Nutrition On-Line reporting system)• Plans daily menus of nutritional value for school year and extended year as applicable• Ensures all school nutrition documentation is accurate, complete, and maintained• Purchases foods and food service supplies for the school district and schools• Inspects food and food preparation to maintain quality standards and sanitation regulations



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- Consults with school nutrition staff and administrators to develop policies and procedures for operating school kitchens and cafeterias

ESSENTIAL DUTIES AND TASKS CONTINUED:

- Submits accurate monthly financial reports to finance department
- Collaborates with the finance department with monthly payroll and yearly audits
- Prepares and submits to the Superintendent monthly a school system food service report to present to the Board of Education
- Reviews and ensures that proper verification standards and processes for free and reduced meal applications related to the Child Nutrition Cluster are applied
- Ensures that School Nutrition internal control procedures are operating appropriately to ensure that reviews and approvals occur
- Conducts research program to improve existing practices and services
- Maintains documents, files, and records in a variety of written and digital formats (i.e., SNA National Certification Program, etc.) to provide up-to-date reference and audit trails for compliance
- Inspects food and food preparation to maintain quality standards and sanitation regulations
- Keeps records required by other governmental agencies regarding milk subsidies and surplus foods
- Manages human resource and employee relation functions
- Prepares grants proposals and contracts to obtain funds for expansion of nutritional services
- Submits evaluations to the state agency for information
- Serves as a resource person or consultant to faculty, school, or community and civic groups on areas of nutrition education and school food programs
- Promotes the expansion, development, and understanding of the food and nutrition program among schools, the general community, and allied health groups
- Coordinates system-wide school food and nutrition activities such as news releases, image campaigns, National School Lunch Week, National Nutrition Month, nutrition fairs, etc. consistent with goals
- Budgets multiple source nutrition funding (i.e., WIC, grant, and contract funds) in compliance with federal, state, and local standards
- Conducts management evaluation annually on each school, citing observations and recommendations on the regulatory violation and needed management improvements.
- Submits evaluations to the state agency for information
- Plans and provides for in-service training for all employees (at least 12 hours annually) and food service managers (at least 30 hours annually)
- Submits accurate monthly financial reports to finance departments
- Collaborates with the finance department with yearly audits
- Prepares and submits to the Superintendent monthly a school system foodservice report to present to the Board of Education
- Performs additional duties as necessary for the effectiveness of the department or as assigned

POSITION TYPE AND EXPECTED HOURS OF WORK:

The Harris County School District is an Equal Opportunity Employer



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This is a full-time position. 8-hour workdays, generally Monday through Friday, 7:30 am to 4:30 pm. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand, walk, use hands, handle or feel, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a minimum of 20 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated in accordance with the Performance Appraisal for Classified Employees (PACE).