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## Director of School Food Nutrition

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### Job Description

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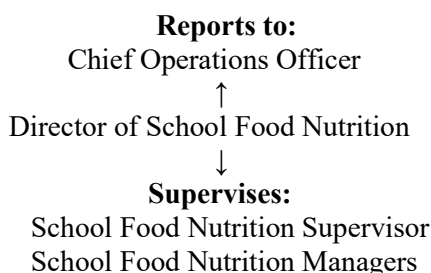
### **JOB INFORMATION**

Department: School Food Nutrition  
Job Title: Director of School Food Nutrition

Original Adoption Date: March 31, 2006

Latest Revision Date: August 13, 2025

### **ORGANIZATIONAL STRUCTURE**



### **EMPLOYMENT TERMS**

Contracted, FLSA exempt, 240-day work year (12-month position)

### **JOB QUALIFICATIONS**

#### **Education**

Bachelor's degree in nutrition or related field required; master's degree preferred.

#### **License/Certification**

School Nutrition Director certification or proof of eligibility for said certification required.

#### **Skills**

Ability to communicate with others in an effective and tactful manner; ability to transfer knowledge of School Food Nutrition Program policies and procedures to nutrition employees and other staff members; excellent skills in organization and time management; ability to manage multiple priorities; ability to analyze existing processes and identify areas for improvement; ability to work as an effective team member; and the ability to represent Oconee County Schools in a positive and professional manner.

#### **Work Experience**

Three years of progressively responsible experience in school food nutrition or equivalent related experience required.

### **PRIMARY RESPONSIBILITY**

Plan, direct, and evaluate the overall operations of the School Food Nutrition Program department in compliance with federal, state, and local guidelines. Support the program operation by providing training, support, and assistance when requested by the principal.

## **ESSENTIAL JOB DUTIES**

1. Direct the operations of the School Food Nutrition Program.
  - a. Cooperate with the state, county, school administration, and cafeteria staff to administer the school programs.
  - b. Guide and work with principals and managers in implementing the program in accordance with local, state, and federal guidelines.
  - c. Plan, supervise, and conduct staff development programs for school food nutrition personnel.
  - d. Identify and set short and long-term program goals.
  - e. Monitor and evaluate program progress.
  - f. Prepare annual department budget in cooperation with appropriate personnel.
  - g. Assess training needs of personnel through observation and evaluation of programs.
  - h. Hold monthly informational meetings with managers in addition to in-service.
  - i. Train managers in the use and care of equipment.
  - j. Work with managers to produce menus which are fiscally responsible and which follow federal meal planning and nutritional guidelines.
2. Coordinate department functions with other divisions and departments within the district.
  - a. Process reporting forms for required monthly financial accounting and payroll information.
  - b. Allocate and conduct inventory of United States Department of Agriculture (USDA) commodities and recommend methods of maximum utilization of commodities.
  - c. Audit the allocation of labor hours for each cafeteria personnel on an annual basis.
  - d. Maintain data of training records of each employee in the school and notify personnel and payroll regarding records.
  - e. Write specifications for large and small equipment, evaluate the bids, and order the equipment.
  - f. Write specifications for food and non-food items, evaluate the bids, and coordinate orders for weekly deliveries.
3. Maintain effective communication with both internal and external stakeholders via e-mail, telephone, meetings, and other communication outlets.
  - a. Consult with the local health department in implementing sanitation and health rules.
4. Promote the School Food Nutrition Program
  - a. Consult regularly with principals concerning administration, food service management, nutrition and educational aspects of the program.
  - b. Serve as a resource person or consultant to faculty, school, or community, and civic groups on areas of nutrition education and school food programs.
  - c. Promote the expansion, development and understanding of the school food and nutrition program among schools, general community and allied health organizations.
  - d. Coordinate 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.
5. Supervise and evaluate assigned staff members.
6. Perform other duties as assigned.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to finger, feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.