

Red Wing Public Schools Position Description

Nutrition Services Director

General Information

Department:	Food Services
Unit:	Program Supervisors
Immediate Supervisor:	Superintendent
Grade Placement:	21
FLSA Status:	Exempt

Position Summary

The Nutrition Services Director is responsible for managing and supervising the overall development, planning, operations and personnel of school food services. Duties include overseeing nutritional activities including menu planning; food production; purchasing; budget monitoring; and human resource management for the department to promote healthy food habits for children.

Essential Duties and Responsibilities

1.	Develops short and long-range plans and goals for food service in support of district philosophy and policies. Monitors food operations to assure compliance with federal, state and local laws, regulations and policies. Develops new and innovated program changes and expansions based on best practices and trends in child nutrition.
2.	Conducts various marketing and public relation activities to promote and inform the public of food service programs.
3.	Supervises all food service personnel directly or through designated head cooks. <ul style="list-style-type: none">a) Assigns work, monitors work operations, sets work priorities, determines and defines work requirements of positions within food service.b) Determines staffing requirements.c) Interviews, selects and provides work training, orientation and in-services for staff in safety, health, and food production methods, techniques and equipment operation.d) Evaluates and conducts formal evaluations on staff performance.e) Counsels, trains and directs Head Cooks with problem solving, personnel issues, and operational issues involved in the coordination of operations at their assigned sites/schools.f) Develops job performance standards and implements staff development and performance improvement programs.g) Monitors operations to assure compliance with department procedures, local, state and/or federal laws, rules or regulations pertaining to food production or food operations.h) Handles discipline and grievances in accordance with labor agreement provisions.

4.	Develops meal, ala Carte and catering menus for district schools. Analyzes menus for compliance with USDA dietary guidelines.
5.	Monitors and records the serving lines ensuring meals are prepared and served in accordance with USDA guidelines.
6.	Develops Hazard Analysis Critical Control Points manuals and monitors compliance.
7.	Inspects kitchens; conducts on-site reviews ensuring compliance with sanitary standards, department rules and MN Department of Health regulations.
8.	Develops and monitors the food service budget. Analyzes revenues and expenditures, meals served and labor hours.
9.	Purchases food, beverages, supplies and equipment within budget parameters. Compares pricing and negotiates prices with vendors and manufactures.
10.	Processes applications and certification reports according to MDE guidelines. Determines eligibility for free and reduced meals. Notifies schools of eligible students and maintains rosters.
11.	Implements food service accounting systems at schools. Develops and monitors procedures for the receiving and depositing of money from students and staff.
12.	Orders and tracks USDA commodities on the MDE website. Submits and tracks rebates.
13.	Complies with training standards for position and staff based on USDA Professional Standards.
14.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	<p>Bachelor's degree or equivalent educational experience with academic major in relevant area.</p> <p>OR</p> <p>Bachelor's degree in any academic area and State-recognized certificate for school nutrition directors.</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience</p> <p>OR</p> <p>Associate's degree or equivalent educational experience with academic major in relevant area and at least 2 years of relevant school nutrition programs experience</p> <p>Minimum of 8 hours of food safety training is required either not more than 5 years prior to starting date or completed within 30 days of the employee's start date.</p> <p>At least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training as described above.</p>
Degree Information:	See "Required Education / Training" section.
Major Field of Study or Degree Emphasis:	Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, or related area
Required Work Experience:	See "Required Education / Training" section.
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota• SNA Certificate Level 3• Minnesota Department of Health Food Manager Certificate

Essential Knowledge Required to Perform the Essential Functions of the Position

- Supervisory theories and principles.
- Relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements, free/reduced meal programs.
- Food production, purchasing, inventory and food preparation techniques and methods.
- Food and health requirements as governed by federal and state laws and regulations (MDE, USDA, MN Dept. of Health, etc.). Proper food handling and preparation procedures.
- Nutritional guidelines, requirement and standards.
- Recordkeeping, reporting and administrative requirements involved in managing programs/services.
- Administrative policies and procedures of the district.
- Fundamentals of financial, point of sale, and accounting procedures of food service operations and programs.
- Computer operation and use of food service programs, accounting programs and district productivity office software.

Essential Skills Required to Perform the Work

- Communication, interpersonal skills as applied to interaction with staff, students, the general public, vendors, building staff, administrators, etc. sufficient to exchange or convey information and to receive work direction, address and resolve problems/issues of a personnel, financial or operational.
- Planning, evaluating, implementing and installing food production, food inventory and purchasing controls, procedures and methods.
- Supervising, delegating responsibilities, training, interviewing, hiring and evaluating program personnel.
- Problem-solving food production problems, student account issues, food service technology issues, questions and issues.
- Planning, budgeting, purchasing and overseeing the fiscal operations of a food production operation.
- Menu planning and in accordance with nutritional guidelines and requirements.
- Administering the free/reduced meal program, recordkeeping and reporting requirements.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Incumbents assigned to this classification are administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are more limited as compared to staff being directed and thus there are a minimal environmental hazards and risks associated with performing this job.

Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16