

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- FOOD AND NUTRITION SERVICES

JOB DESCRIPTION

JOB CODE:	760050	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution with specialization in food and nutrition, business management, or other acceptable field.
- (2) Minimum of five (5) years of responsible food service management and administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all management skills and techniques related to nutrition and school food service. Knowledge of finances and accounting and the ability to understand and plan accountable procedures. Ability to communicate and work with a diversity of groups and individuals. Ability to prepare and manage the department's budget and allocated resources. Knowledge of Federal and state regulations and Board policies pertaining to food and nutrition services.

REPORTS TO:

Superintendent, Assistant -- Planning, Budgeting and Systems Accountability

JOB GOAL

To plan, organize and administer a comprehensive Food and Nutrition Services program for the District that provides for the nutritional needs of students and operates on a self-supporting basis.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Administer all activities necessary to the operation and improvement of the district school food service program.
- *(2) Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- *(3) Administer a system for collecting, analyzing, comparing, and reporting costs on both an aggregate and unit basis for each program.
- *(4) Plan, promote, and organize training programs for personnel at all levels in the food service program.
- *(5) Monitor food service operations at each school and periodically advise the principal of applicable findings.
- *(6) Administer a program for the purchase of food and supplies for all operations within the food service program.

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- * (7) Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- * (8) Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- * (9) Interpret the food service program goals and activities to the public.
- * (10) Prepare or assist in the preparation of required district, state and federal reports.
- * (11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (12) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (14) Be knowledgeable of and adhere to Board policies.
- * (15) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (18) Monitor district compliance with applicable codes, rules and statutes.
- * (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (21) Assist in the preparation and administration of the District and divisional budget.
- * (22) Participate in the development of policies and procedures.
- * (21) Attend meetings and conferences to promote professional growth and benefit the District.
- * (22) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (23) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (24) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (25) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (26) Respond to inquiries and concerns in a timely manner.
- * (27) Model and maintain high ethical standards.
- * (28) Plan, implement and evaluate staff development activities of assigned personnel.
- * (29) Adhere to applicable safety standards.
- * (30) Follow attendance, punctuality and proper dress rules.
- * (31) Maintain confidentiality regarding school/workplace matters.
- * (32) Serve on district, state or community committees as assigned or appropriate.
- (33) Perform other duties as assigned.

**Essential Performance Responsibilities*

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PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10