

FOOD AND NUTRITION DIRECTOR

Mission: To provide high quality meals for all students each day.

Qualifications

- Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping and production schedules required.
- Three to five years of experience in school food service management required.
- Associate's degree (food service management) preferred; bachelor's degree (dietetics, nutrition) and registered dietitian status desired.
- Wisconsin Food Service Certification required.
- Demonstrated leadership ability, oral and written communication skills.
- Basic knowledge of computer applications.
- Ability to positively and directly interact with staff, students, parents, and community members.

Essential Functions

Program Planning/Administration

- Plan all menu items with a student focus in accordance with DPI regulations for elementary, secondary, catering, staff meals, and any other as required.
- Evaluate menus for regulatory compliance, student participation, and meal cost.
- Maintain accurate production records, conforming to federal, state and departmental guidelines.
- Provide support for special needs students regarding nutritional assessment, dietary modifications, and menu analysis.
- Coordinate and supervise food preparation for breakfast, lunch, and snacks, as well as distribute to all buildings.
- Direct, supervise, and manage serving at LaPointe Elementary School.
- Assess and make recommendations regarding equipment needs.
- Oversee the purchase of all commodities and other food products, utilizing appropriate purchasing procedures, including developing specifications, soliciting of competitive bids, and using the proper requisitioning process.
- Promote customer satisfaction by merchandising, serving meals in an attractive manner, and creating input opportunities for students.
- Ensure confidentiality is maintained in the administration of the Free and Reduced Lunch application process.
- Direct and monitor sanitation procedures in accordance with federal, state, and local guidelines.
- Coordinate and order food as needed for special district functions.
- Provide recommendations to increase efficiency and effectiveness of the district food service program.
- Actively participate and contribute to establishing, revising and promoting the school districts' wellness policies through nutrition education and outreach including representing the district on Food Service and Nutrition issues.
- Coordinate clean-up of dining room after each meal and kitchen area at end of serving meals.

Supervisory

- Plan, direct, and supervise the work of all food service personnel, including those at LaPointe Elementary School.
- Supervise food, supplies and equipment distribution, or coordinate with contractors providing these services to the department.
- Recruit, screen, interview and recommend for hiring new staff members.
- Process food service personnel complaints, conduct performance evaluations of food service personnel, and recommend disciplinary action when appropriate.
- Plan and implement work schedules and make recommendations for changes in staffing levels.

- Coordinate and plan all in-service training for food service staff.
- Plan and conduct employee meetings on a regular basis.
- Provide orientation and ongoing training for food service personnel regarding safety, operational procedures, equipment, or work methods, and comply with all appropriate food preparation, employee safety, sanitation, and other regulations, requirements and laws. Maintain training records.
- Carry out supervisory responsibilities in accordance with the district's policies and applicable laws.
- Coordinate all overtime and leave requests (emergency, personal, and other) from food service staff.
- Coordinate use of substitute employees.
- Approve employee time sheets.

Budget and Planning

- Provide input to the District Business Office regarding decisions on the selection and purchase of new food service equipment or supplies.
- Develop and annually update a five-year Long-Range Plan for food service capital equipment acquisition, replacement.
- Establish preliminary food service budget for the year, including obtaining, when necessary, cost estimates for the necessary materials.
- Oversee the purchase of food service supplies and equipment, utilizing appropriate purchasing procedures, including developing specifications, soliciting of competitive bids, and using the proper requisitioning process.
- Project revenues and recommend meal pricing schedules.
- Adhere to established district budgetary allocations and parameters.
- Attend DPI, CESA, SNA-WI, and other training, workshops, seminars, conferences, and meetings as necessary and appropriate, as approved by the district business officer, which are designed to develop additional competence in the performance of duties.

Other Duties and Responsibilities

- Coordinate all correspondence with the appropriate state and federal agencies.
- Cooperatively plan activities with district staff or committees when appropriate.
- Attend school board, committee, administrative team, or other meetings as necessary.
- Work cooperatively with community and students groups to provide nutritional education.
- Develop and contribute public articles relating to the district food service program and general nutrition information.
- Provide backup services for other staff when asked.
- Perform such other duties as might be deemed to be reasonable and suitable to the position by the Business Officer or the District Superintendent.

Requirements

- 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.
- Knowledge of equipment used in a food service environment.
- Ability to work positively and effectively with district personnel.
- Ability to carry out duties within the parameters of district policies.
- Ability to effectively manage and complete projects independently.
- Ability to recognize and maintain confidentiality.
- Ability to meet deadlines with severe time constraints.

Physical Abilities

- While performing the duties of this job, the employee is regularly required to sit, talk, or hear; is frequently required to walk and stand; must be able to lift and/or move items up to 50 lbs. and be capable of occasionally lifting and/or moving heavy items up to 100 lbs.

- The employee will occasionally be exposed to moving mechanical parts, confined spaces, wet or humid conditions, cold or hot conditions, or risk of electrical shock.
- The position requires the use of arms and fingers to move objects as well as handle, feel and/or operate smaller controls, tools, and other objects; vision abilities, including close vision, color vision, depth perception, the ability to adjust focus, and the ability to read printed material.
- This position is exposed to all environmental conditions that exist in institutional food service environments, including high and low temperatures, humidity, noise levels and vibrations. There is some exposure to certain chemicals (i.e.: cleaning and maintenance chemicals). While performing the duties of the job the employee will visit LaPointe Elementary School for inspection, supervision, or meetings.

Mental Abilities

- Requires excellent organizational skills and ability to prioritize.
- Requires general numeric aptitude and the ability to calculate figures such as discounts, interest, percentages, proportions, area, circumference and volume with an ability to apply basic concepts of algebra and geometry.
- Requires the ability to read and interpret a variety of documents as well as a variety of instructions furnished in written, oral, or graphic form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use a computer and related software.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with students, staff, and the school community.

Work Environment

Work is performed indoors occasionally near or with moving mechanical equipment. The employee must be able to work alone. The noise level is typically moderate and occasionally noisy. Work hours may be irregular.

NOTE: "Essential Functions" describe those duties considered essential to the performance of the job. "Other Duties and Responsibilities" are those duties considered secondary to the job's overall purpose. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disability.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position may perform additional duties and additional duties may be assigned.

APPROVED: July 28, 2008
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