

**TITLE:** DIRECTOR II, NUTRITION SERVICES

**QUALIFICATIONS:**

1. Bachelor's degree in nutrition services or related field of study required
2. Successful experience in responsible administrative position in school nutrition services
3. Completion of administrative dietetic internship/traineeship and registered dietician license preferred
4. Extensive experience in providing leadership and the development of nutritional strategies aligned with district goals
5. Ability to establish and maintain effective working relationships with staff and community

**REPORTS TO:** Assistant Superintendent, Business Services

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To implement District nutritional and related goals by administering school nutrition service program in effective and fiscally responsible manner

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, organizes and directs District nutrition services operations including regular and special functions
2. Plans and administers menus including but not limited to recipe standardization, menu approval and preparation, pricing schedules and portion controls
3. Approves specifications for and procures foodstuffs, supplies and equipment; implements and monitors usage and controls
4. In conjunction with Fiscal Services, implements budget and accounting procedures related to cafeteria accounting in accordance with federal and state regulations; develops and prepares budgets; authorizes and monitors expenditures in accordance with established guidelines; recommends labor allocation models
5. Oversees District compliance with regulatory requirements and guidelines; conducts on-site visits to school cafeterias to monitor compliance with codes, regulations and established procedures
6. Supervises and evaluates staff as assigned; provides training and inservice for District nutrition services staff
7. Works cooperatively with District administrators to provide nutrition services appropriate to school programs; consults with staff, students and community as needed
8. Recommends changes in policies and procedures related to District nutrition services; develops long- and short-term plans and activities; assists with design and remodeling of nutrition service facilities
9. Directs maintenance and preparation of variety of program records and reports; prepares comprehensive reports as required
10. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, code 9

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.