

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: <b>Director of Nutrition Services (M20)</b>	Job Family: 01
Department: Nutrition Services	Lane Placement: <b>Z4</b>
Supervisor's Title: Administrator of Auxiliary Services	Contract: 245 Days
FLSA Classification: <u>Exempt</u>	Hours per Day: 8
Original date: <u>04/85</u> Revised: <u>03/92</u> Revised: <u>08/08</u> Revised: <u>08/15</u> Revised: <u>09/21</u>	

**GENERAL FUNCTION**

The Director of Nutrition Services is responsible for providing leadership and direction in all matters pertaining to the nutrition program of the District. Responsible to oversee the necessary training of all nutrition services staff. Maintain effective communication with managers, parents, vendors, school administrators and district administrators.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Implement Board goals, policies and guidelines that pertain to the District nutrition program.
- Provide for the health and safety of students and employees through exemplary nutrition services, equipment and facilities.
- Provide leadership and direction in the operation of nutrition services to ensure adequate maintenance of physical facilities, equipment inventories and distribution of nutrition services commodities throughout the District.
- Monitor and manage allocated budgets for the department and schools.
- Ensure that appropriate procurement procedures including cost effectiveness and accounting measures are followed in all nutrition programs.
- Prepare reports and materials for the Board of Education regarding activities of the nutrition services department and respond to requests as required.
- Support the Department of Human Resources in the employment, evaluation, compensation and discipline of employees and in the interpretation of policies. Assist in updating and creating job descriptions to accurately reflect job duties.
- Maintain effective communication with managers, parents, vendors, school administrators and district administrators. Maintain student, faculty and patron confidentiality.
- Support the District's efforts to inform the public and employees by responding to concerns and disseminating periodic communications to personnel as required.
- Provide leadership and direction in the development and implementation of in-service and staff development programs as required.
- Ensure compliance and provide reporting to District, local, State and Federal agencies (e.g. USBE, USDA, Board of Health, Risk Management, OSHA, etc.)
- Ensure the implementation of short and long-range planning procedures relating to the nutrition services department that include development, implementation, accountability, management and evaluation.
- Requires travel using own transportation to school and District sites.
- Keep up to date on current developments in food services through participation in local, State and Federal training programs and organizations.
- This position requires punctual and regular daily attendance at assigned work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires a Bachelor's degree in one of the following job related areas: food and nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts, business or related field.
- Requires six to ten years successful job related work experience or an equivalent combination of additional education and experience. Master's degree in a related field and/or Utah certificate for school nutrition directors preferred.
- Requires two years of successful supervisory experience.
- Requires a strong knowledge of policies, laws and regulations related to nutrition services (e.g. District, USOE, Board of Health, Risk Management, USDA, OSHA, etc.).
- Requires knowledge and experience using all types of nutrition equipment/systems currently operating in all schools.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively communicate and present information and respond to questions from administrators, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, etc.).
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Standard office equipment, including computer, phone, copier, fax, etc. Will drive a district vehicle.

### **Physical Requirements – Not limited to the following:**

- Requires ability to lift a minimum ten pounds.
- Requires frequent sitting; occasional standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.
- Primarily an office environment with regular visits to school sites. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*