

JOB DESCRIPTION

TITLE: PROGRAM DIRECTOR OF SCHOOL NUTRITION

PRIMARY FUNCTION:

Assist in carrying out the duties involved with the food service program in an efficient and businesslike manner, according to federal, state, and local policies. Perform quality work for the food service program and other related work as required.

DESIRED QUALIFICATIONS:

1. General knowledge of clerical/accounting procedures and practices, including payroll, purchasing, accounts receivable and accounts payable.
2. Computer skills: word processing, databases, and spreadsheets.
3. Ability to establish and follow detailed work procedures, prepare plans, and detailed reports.
4. Ability to work cooperatively with other employees, state and federal agencies, and the general public.
5. Minimum of Associates Degree in a business, hospitality or related field.
6. Knowledge of the occupational hazards and safety precautions of the work.
7. Nutrition or dietary background and/or experience in commercial or school food preparation.
8. Knowledge of institutional food service management.

REPORTS TO:

Chief Financial Officer

Page 2

Job Description

Program Director of School Nutrition

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility to ensure that food, which meets state and federal regulations regarding nutritious quality, and quantity, is made available to every student within the school system.
2. Possess knowledge of institutional food service management.
3. Monitor food service managers and workers in the preparation and serving of food in the schools.
4. Review all financial transaction of the school nutrition department.
5. Plan and supervise the preparation and serving of menus at all schools.
6. Provide assistance and suggestions to cafeteria managers for the preparation and serving of government surplus foods.
7. Supervise the overall safety and sanitation program in the school food service stations.
8. Collaborate on the purchase and maintenance of all foods, supplies and equipment.
9. Review and recommend prices to be charged for various types of meals.
10. Interview applicants for food service employment.
11. Advise accounting on all bid specifications for food and other school nutrition department purchases.
12. Evaluate cafeteria managers each school year, and supervise evaluation of cafeteria workers.
13. Inform the public, through the media, of planned lunch menus on a weekly basis.

Page 3

Job Description

Program Director of School Nutrition

14. Assist in receiving (salespeople, food service employees, job applicants, etc.).
15. Operate and maintain food service computer software.
16. Review all cafeteria payrolls.
17. Approve accounts payable for cafeteria department.
18. Assist and advise in preparation of budgets and financial reports for cafeteria department.
19. Perform any other specific and reasonable duties as shall be requested by appropriate supervisors.

TERMS OF EMPLOYMENT:

As per contract.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Revised: by the Superintendent of Schools on 11/09/2023