



Humboldt Schools

Unified School District 258

JOB DESCRIPTION

Nutrition Services Director

PURPOSE: Oversee the operation of Nutrition Services program; Act as an authorized representative of School District to State Department of Education; Responsible for compliance of District to State and federal regulations and requirements as related to Nutrition Services and Programs, Summer Food Service Program, HACCP Plan, and Health and Wellness Plan.

REPORTS TO: Superintendent

PAY RATE: TO BE DETERMINED

TERM OF EMPLOYMENT: 12 month employee

QUALIFICATIONS:

EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree in Nutrition or Family and Consumer Sciences or has worked in a kitchen.
- Business Skills (Accounting & Business machines).

EXPERIENCE:

- Experience in Quantity Food Operation.

SKILLS REQUIRED:

- Communication Skills
- Creative; self-starter; multi-task oriented; ability to meet deadlines
- Ability to work effectively with limited supervision
- Time Management
- Adaptable and Adjustable
- Personnel Management Skills.
- Ability to handle numerous job responsibilities concurrently.
- Ability to interact with students and staff in a consistently pleasant manner.

FUNCTIONS AND RESPONSIBILITIES:

GENERAL EXPECTATIONS:

- Ability to work cooperatively with supervisors and co-workers.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities independently with limited supervision.
- Ability to pleasantly and effectively communicate with the school district community.
- Ability to meet attendance standards to perform the essential functions of the job.
- Ability to maintain a generally positive attitude.

UNIVERSAL USD 258 CLASSIFIED STANDARDS:

- Support the philosophy and mission of USD 258 and the value of an education.
- Comply with the privacy rights of students.
- Safeguard confidential and/or sensitive information.
- Communicate pleasantly and effectively with all the members of the school district and community.
- Provide excellence in customer service both internally and externally.
- Maintain a clean and organized workspace to insure a safe and efficient working environment.
- Ensure that all activities conform to district, state, and federal guidelines.
- React to change positively and productively.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

- Develop a strategic plan for growth and vision of the Nutrition Services Program, services and staff to adequately meet the nutritional needs of the school district.
- Recommend employment of Nutrition Services personnel to Superintendent and Board of Education. Assist in salary determinations.
- Supervise and recommend equipment use, repairs, purchases and kitchen layouts.
- Plan menus and required calculations to ensure reimbursement qualification of meals served, striving to provide proper calories, restricted use of fat, salt, and sugar.
- Maintain cost information concerning meals.
- Procure supplies as needed for operation of Nutrition Services considering quality and price, offering fair opportunity to available suppliers.
- Supervise and inspect central storage facilities for proper handling and storage of supplies.
- Supervise Nutrition Services Staff and evaluate job performance.
- Provide for continued job training of Nutrition Services Staff.
- Evaluate and recommend staff requirements for Nutrition Services Program.
- Audit monthly reports, verify correctness, verify income and meals ratio.
- Prepare monthly reimbursement claims.

Nutrition Services Director 2011

Rev. 9/11

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

- Prepare monthly and yearly summary sheets of meals served, income, and expenses.
- Prepare report of monthly time sheets for Nutrition Services Staff.
- Supervise days of absence of Nutrition Services Staff.
- Monitor health certificate requirements of Nutrition Services Staff.
- Maintain license of Kitchens by Kansas Department of Agriculture, monitor inspection reports and recommendations.
- Cooperate with and assist KSDE Area Specialist's yearly review of Nutrition Services program and follow up on any recommendations.
- Provide for distribution and materials needed to record and document operation of Nutrition Services Program, including:
 - a. Accounting records, letters to parents, application forms for Free & Reduced meals, notification letters, verification process materials, and site accountability
 - b. Daily calculated menu sheets for documentation and production of meals.
 - c. Acquisition and distribution of supplies from central storage to School Kitchens
 - d. Equipment and supply inventory compilations.
 - e. Daily Participation and Daily Income Records
- Continuously evaluate Nutrition Services Programs as related to needs of students.
- Assist teachers with nutritional classroom projects.
- Continuously evaluate menus to insure acceptability by students and staff and variety of foods offered.
- Supervise, administer and verify Free & Reduced price meal program.
- Evaluate and recommend prices to be charged for Nutrition Services.
- Perform other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

- Requires extensive desk work.
- Requires medium amount of physical effort.
- Requires ability to work with continuous distractions.
- Requires cooperative attitude in work place.
- Requires transportation means to supervise kitchens.
- Requires flexibility in work day and in days worked.

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