GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR - SCHOOL NUTRITION SERVICES
AUXILIARY SERVICES IVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible administrative and supervisory work in the development and implementation of the Schools Child Nutrition program. Work involves planning, organizing, directing and administering a nutritious, appealing and cost effective cafeteria food service program in accordance with local, state and U.S. Department of Agriculture rules and regulations pertaining to the preparation and delivery of meals to school students and community agencies, and applicable fiscal regulations pertaining to accounting and reporting of expenditures and receipts. Employee is responsible for developing and implementing, through subordinate supervisors, systems for providing quality food production and service, food supply and service procurement through competitive bidding, and procurement or renovation of facilities and equipment. Employee is also responsible for administering personnel policies, programs, rules, and regulations in accordance with applicable federal, state and local laws, ordinances, policies and procedures. Work also involves working with Schools educators to provide nutrition activities for students, and maintaining public relations, which facilitate a positive image of Child Nutrition programs. Reports to Chief Financial Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, develops, and implements policies, and procedures for operation of a cost effective, nutritious and appealing Child Nutrition program to be administered through school cafeterias in accordance with the Superintendent's directives and established local, state and federal rules and regulations, including those of the National School Breakfast Program, Summer Food Service Program for Children, Snack Program, National School Lunch Program, U.S. Department of Agriculture Commodity Program, and Free and Reduced Price Meal Program; establishes procedures for developing, implementing and evaluating goals and objectives for school nutrition programs.

Establishes and implements policies, procedures and standards for budgeting and fiscal recording, accounting and reporting in Child Nutrition programs, ensuring compliance with applicable local, state and federal guidelines; monitors income and expenditures to maintain knowledge of programs' adherence to budget constraints; develops annual operating and capital outlay budget proposals for submission to the Chief Financial Officer; identifies and implements application of automated systems to fiscal and other data collecting, collating, calculating and storage requirements.

Oversees activities of departmental personnel through direct or delegated supervision of various programs and/or school cafeterias, ensuring that established policies, procedures and programs are planned and implemented in accordance with the Executive Director’s directives; reviews, develops and implements policy and procedures, as necessary, to improve department efficiency, safety and

sanitation standards; reviews various reports, including activity logs and incident reports, and approves actions or makes recommendations as to procedure.

Develops and implements personnel administration and management guidelines in accordance with applicable federal, state and local laws, ordinances, policies and procedures; reviews and appraises job performance of direct subordinates, preparing and submitting various reports and records as required by the Chief Financial Officer; reviews job performance evaluations of departmental personnel as submitted by subordinate supervisory personnel; oversees the planning and execution of in-service training activities for Child Nutrition staff.

Develops and implements, through subordinate supervisory personnel, programs and systems for acquiring, preparing and delivering nutritious meals to school students, faculty, staff and visitors; coordinates the maintenance, repair and replacement of food service equipment; develops specifications for new or renovated facilities, including equipment specifications, layout and design; coordinates competitive bidding and purchasing processes for acquisition of food, supplies, service and equipment in accordance with local, state and federal guidelines; oversees proper purchasing, distribution and inventory of food, supplies, and equipment.

Develops and implements public relations programs designed to facilitate a positive public image and advise parents and the general public of services and benefits of Child Nutrition programs; confers with educational curriculum supervisors and schools instructional personnel to provide nutrition activities for students.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of food services administration; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with food services professionals to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Supports assists and serves in leadership role in activities sponsored by the Guilford County, North Carolina and American School Food Service Association.

Performs other related work as required.

Liaison with department heads, principals, community agencies.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in food services management, nutrition, business, or a related field, and 6 to 9 years of experience in food services management or a related field; or any equivalent combination of

training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, invoices, requisitions, menus, recipes, journals, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, bid specifications, brochures, news releases, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including nutrition, purchasing, customer service, legal, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract;

multiply and divide; utilize decimals and percentages; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations and to be a calming influence.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal rules and regulations regarding the preparation and delivery of meals to public school students.

Considerable knowledge of the nutritional and dietary needs of public school children.

Considerable knowledge of the principles and practices of foodservice administration, team building and customer service.

Considerable knowledge of fiscal regulations regarding accounting of public nutrition programs.

Considerable knowledge of federal Child Nutrition programs available and the requirements for participating in those programs.
Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of

food service administration, nutrition and dietetics.

Thorough knowledge of the use of computers to process, record, transmit and analyze data.

Considerable knowledge of the current literature, trends, methods and developments in the area of food service administration, nutrition, public sector, purchasing and finance.

Considerable knowledge of the formal bidding process and of local, state and federal guidelines for purchasing, food, supplies, services and equipment.

General knowledge of school system personnel policies.

General knowledge of the principles and practices of public relations work.

Skill in allocating and organizing monetary, physical and human resources needed to operate a successful school nutrition program.

Skill in counseling and developing staff.

Ability to plan, develop, implement and evaluate effective programs and systems.

Ability to travel independently to and from various schools and meeting locations.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics, to develop meaningful reports and make sound decisions from that information.

Ability to develop and administer budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to build team spirit, inspire cooperativeness in others and to encourage team members to accomplish work assignments even under difficult conditions.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.