

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: EXECUTIVE DIRECTOR - SCHOOL NUTRITION SERVICES AUXILIARY SERVICES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, the Executive Director of School Nutrition Services will provide visionary leadership and fiscal accountability for the districts School Nutrition program. Manages, coordinates and oversees the day-to-day food service operations at all schools in the district; analyzes effectiveness, and ensures compliance with State and Federal nutrition program guidelines. Responsible for all top-level decisions for carrying out a seamless program for the school district in accordance with local, state and U.S. Department of Agriculture rules and regulations pertaining to the preparation delivery of meals to school students and community agencies. Develop department guidelines to comply and enforce district policy and program regulations for all department staff.

Responsible for the fiscal regulations pertaining to accounting and reporting of expenditures and receipts. Plans, strategize and implement programs that will advance the mission of the department for providing a quality food production, food supply and service procurement through competitive bidding, procurement or renovation of facilities and equipment and its environment. Oversees, coordinates strategic activities to promote a productive workplace environment through shared goals, mutual respect, employee recognition, and equal opportunity. Will prepare or approve School Nutrition communications to the Board of Education, Superintendent, Chief Operating Officer, the public and other administrative personnel. Directs the collaboration and coordination efforts with school personnel to ensure reasonable, efficient, and timely services are provided and a positive image of School Nutrition programs within all GCS schools. Reports to Chief Operations Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Plans, develops, and implements a cost effective, child nutrition program. Administered in accordance with district goals aligned with local, state and federal rules and regulations, including those of the School Breakfast Program, Summer Food Service Program for Children, Snack Program, National School Lunch Program, and U.S. Department of Agriculture Commodity Program, and Free and Reduced Price Meal Program.

Establishes annual operating and capital outlay budget proposals for submission to the Chief Operations Officer. Monitors department budget, income, expenditures and fiscal recording, accounting and reporting for School Nutrition program. Monitors to maintain knowledge of programs' adherence to budget constraints; develops identifies and implements application of automated expenditures to keep department spending within current fiscal budget spending limits. Leads efforts to effectively implement automatic systems for data collecting, collating, calculating and storage requirements.

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Establishes leadership goals, assure that planning and implementation of staff development and training is carried out. Identifies and recommend new processes or procedures that increase the efficiency and effectiveness of districts school cafeterias. Ensures safety and sanitation standards are met including but not limited to activity logs, incident reports.

Ensure safe working conditions at all times and optimize success by observing employees and school nutrition staff

Leads efforts to review and appraises job performance of staff, reviews job performance evaluations of departmental personnel oversees the planning and execution of in-service training activities for School Nutrition staff.

Properly monitor the preparation and delivering of the nutrition 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.

Establish and maintain internal and external communication processes to achieve a high level of satisfaction for internal and external constituents. Promote a productive, professional, positive department culture.

Lead efforts to develops cooperative relationships among coworkers, customers and stakeholders across GCS. Creates connections for the team to schools and students positive leads efforts to create a positive public image and advise parents and the general public of services and benefits of the School Nutrition programs. Collaborates with educational curriculum supervisors and schools instructional personnel to provide nutrition activities for students. Effectively engages stakeholders to build support for key school nutrition initiatives. Positively represents GCS at all times in interactions within broader community

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 School Food Service Association.

Performs other related work as required.

Liaison with department, principals, community agencies.

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### 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.

Must have completed an eight-hour food safety course in the past five years or will complete within first 30 days of employment.

### 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.

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**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 to 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.

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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.

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**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.