POSITION DESCRIPTION

TITLE:	Director of Food and Nutrition	**SUPERVISOR:**	Executive Director of Business Services
DEPARTMENT:	Food and Nutrition	**CLASSIFICATION:**	Administration

I. Accountability Objectives:

To plan, direct, administer and evaluate all aspects of the Food and Nutrition Program in order to meet educational and nutritional needs of children in the Eau Claire Area School District. The Food and Nutrition Director will assure program compliance with relevant federal, state and local policies, regulations and procedures. The Director will partner with others in the District and community to develop a nutrition program which meets customer satisfaction, community values and District administrative expectations.

II. Position Characteristics:

Salary: On schedule
Length of Contract: 12 month

III. Position Relationships:

Supervisor: Executive Director of Business Services
Coordinates with: Building administrators, kitchen managers, food service staff, office support staff, students, parents and vendors
Type of Coordination: Information and actions necessary to implement the Food and Nutrition Program
Supervises: Kitchen managers and program support staff

IV. Position Qualifications:

A. Required Qualifications:

Bachelor's degree with a major in one of the following subject areas: foods and nutrition, dietetics, or hotel and restaurant management. Supervisory and financial management experience in school or institutional food service.

B. Desired Qualifications:

Master's degree in management, nutrition or public health; registered dietitian; ServSafe certification and/or Food Handlers License.

C. Special Requirements:

1. Knowledge of Child Nutrition Program and food safety regulations.
2. Knowledge of personnel management and labor relations.
3. Ability to communicate effectively with a variety of audiences.
4. Ability to assess program needs, develop long range goals, and annual objectives
5. Ability to apply the principles of financial management in the development and monitoring of annual program budget.
6. Ability to utilize technology to improve program quality, service and efficiency.
7. Ability to establish menu planning guidelines which meet nutritional requirements, customer satisfaction and budget parameters.
8. Ability to develop and maintain a system of food and supply procurement which meets purchasing requirements and the needs of the Program.
9. Ability to facilitate development of systems which assure compliance with current Food Code, HACCP and bio-security requirements.
10. Knowledge of food service equipment and the principles of kitchen layout and design.

11. Ability to develop effective interpersonal relationships.
12. Ability to apply a variety of problem solving and conflict resolution techniques to successfully manage organizational change.
13. Knowledge and ability to support nutrition education and wellness initiatives.
14. Knowledge of dietary requirements for children with special needs, including children with life-threatening food allergies.
15. Ability to apply marketing techniques to promote the program.

V. Position Responsibilities:

A. Provides leadership in implementing a district wide food service program that focuses on customer satisfaction, nutritional integrity and product quality.
B. Establishes measurable program goals and annual objectives.
C. Uses problem solving and conflict resolution techniques to facilitate organizational change.
D. Develops and monitors annual program budget to operate within Board policy guidelines.
E. Advises Executive Director of Business Services on food and nutrition related policy development and presents an annual program report to the Board of Education.
F. Drafts food service staff position descriptions including recommended qualifications for approval by the Executive Director of Human Resources.
G. Provides management recommendations for modifying the food service labor agreement and serves on the Board's labor negotiation team.
H. Recommends and monitors the process for recruiting, hiring and training food service employees and substitute workers.
I. Recommends recruiting, interviewing and orientation process for food service management team members. Coaches and supervises Kitchen Managers and office support staff.
J. Plans collaboratively with food service staff to provide professional development opportunities which meet personal development and organizational goals.
K. Uses management information systems to improve the effectiveness and efficiency of the food service operation.
L. Assesses kitchen equipment and facility needs and works collaborative with Building and Grounds to maintain an equipment replacement schedule and kitchen remodeling plan.
M. Implements an equipment preventive maintenance plan.
N. Implements a cost-effective procurement and inventory control system.
O. Applies technology to improve quality, efficiency and customer service.
P. Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preference, district needs, policies and nutritional objectives.
Q. Assesses customer preferences, industry trends and current research to assure development of cost-effective menus that maintain nutritional integrity and meet all program guidelines.
R. Collaborates with members of the School Health Committee in developing policies and procedures to meet the nutritional requirements of children with special dietary needs.
S. Oversees the implementation of a Hazard Critical Control Point (HACCP) plan to reduce the risk of food related illness.
T. Develops guidelines for providing services in response to disaster or emergency situations.
U. Integrates employee safety requirements into the food service operation.
V. Implements a personal plan for professional development.
W. Follows code of ethics in procurement, handling of confidential information and personal conduct.
X. Performs all other duties as assigned.