



## JOB DESCRIPTION

<b>Job Title</b>	Director of Food and Nutrition
<b>Department</b>	Food & Nutrition Department
<b>Reports To</b>	Executive Director of Business Services
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Month

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Food and Nutrition Director plans, directs, administers, and evaluates all aspects of the Food and Nutrition Program in order to meet the educational and nutritional needs of children in the Eau Claire Area School District. The Food and Nutrition Director is responsible for directly supervising and evaluating Kitchen Managers and Food and Nutrition Office staff, procuring equipment, maintaining productivity standards, and operating the Food and Nutrition Program within the annual budget. 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 administration expectations. The Food and Nutrition Director demonstrates cooperative teamwork, professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs.

## Essential Job Functions

- Provides leadership in implementing a district-wide food service program that focuses on customer satisfaction, nutrition integrity and product quality.
- Uses problem solving and conflict resolution techniques to facilitate organizational change.
- Develops and monitors annual program budget, operating within Board policy guidelines, to achieve a cost-effective, successful program.
- Maintains integrity and accountability of the Food and Nutrition Program through compliance with all federal, state, and local regulations. Assures necessary records are maintained.
- Advises Executive Director of Business Services on food and nutrition regulations and policy development.
- Provides management recommendations for modifying the Employee Handbook as it relates to Food and Nutrition staff.
- Oversees the interview and recommendation process of candidates for all food service and substitute food service positions.

- Ensures all food service staff members are trained in all job duties.
- Supervises and coaches Kitchen Managers and office support staff.
- Uses technology to improve effectiveness, quality, efficiency, and customer service for the food service operation.
- Assesses kitchen equipment and facility needs and works collaboratively with Buildings and Grounds for equipment replacement and remodeling.
- Implements a cost-effective procurement and inventory control system.
- Develops purchasing guidelines and practices to ensure purchased food items and supplies reflect regulatory requirements, policies, customer preference, district needs, and nutritional objectives.
- Assesses customer preferences, industry trends, current research, and product availability to assure development of cost-effective menus that maintain nutritional integrity and meet program guidelines.
- Communicates with building principals regarding program monitoring and changes.
- Collaborates with school nurses, kitchen managers, and cooks to accommodate students with special dietary needs as documented by a Physicians Order for Diet Modification.
- Oversees the implementation of a Hazard Analysis Critical Control Point (HACCP) plan and Wisconsin Food Code to reduce the risk of food-borne illnesses.
- Attends School Board meetings.

#### **Ancillary Job Functions**

- Plans collaboratively with food service staff to provide professional development opportunities which meet personal development and organizational goals.
- Participates in professional development and complies with USDA Professional Standards regulation.
- Plans collaboratively with Summer School staff to provide summer meal opportunities for students.
- Attends staff meetings and other meetings as needed.
- Perform all other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Dietetics, Food Service Administration, Hotel and Restaurant Management or related field (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field); OR Bachelor’s degree in any academic major and State-recognized certificate for school nutrition directors; OR Bachelor’s degree in any academic major and at least 5 years experience in management of school nutrition programs.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or obtain within thirty days of hire.
- Supervisory experience in a school or institutional setting.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Registered Dietitian or Master’s Degree in food service management, nutrition or public health.
- Experience in management of an institutional food service program.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of Child Nutrition Program regulations.
- Knowledge of special diets.
- Excellent management, leadership, and training skills.
- Knowledge and skill in quantity food production and service.
- Computer competency in a variety of programs.
- Ability to speak and write effectively to a variety of customers.
- Ability to safely operate all types of food service equipment.
- Ability to apply Wisconsin Food Code Regulations and Hazard Analysis Critical Control Point principles of food safety and sanitation.
- Knowledge and skill in problem solving, conflict management, budgeting, planning, and organizing.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- See Food and Nutrition Functional Job Descriptions