

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF STUDENT NUTRITION

Reports To: ASSISTANT SUPERINTENDENT OF FINANCES

General Job Description:

To provide a successful quality student nutrition program throughout the District.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Manage the resources for which he/she is responsible including personnel, finance, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Provide meals that meet USDA meal patterns for the well-being of every person who eats a meal at one of the cafeterias.
11. Communicate with managers and staff.
12. Communicate with students, all school personnel, parents, and the community.
13. Oversee and maintain reports and information required in the following specific areas:
 - a. National School Lunch Program- agreement
 - b. Applications process/CEP programs/Provision2 Programs
 - c. Commodity Program and processing of commodities
 - d. Delivery of food and meals
 - e. Inventory
 - f. Claims
 - g. Procurement-bid- RFP
 - h. Vendors
 - i. Food and no-food
 - j. Supplies
 - k. Equipment
 - l. Budget-investments
 - m. Menus and cycles
 - n. Nutrition classes and professional development for staff
 - o. Speak to Media when approved by Supt.
 - p. Meetings as needed for student nutrition staff and/or managers
 - q. Evaluations student nutrition staff and on-site reviews
 - r. Banquets, organization and pricing
 - s. Preschool and Day Care contract and pricing
 - t. Interviews for Employment.
 - u. Oversees Process free/ reduced applications
14. Comply with School Board policies and administrative regulations.
15. Deal with information that is confidential regarding personnel and labor relations.

Additional Duties and Responsibilities:

1. Communicate with central office administrators and school board.
2. Maintain positive relations with student nutrition managers, student nutrition staff, students, principals, assistant principals, faculty, custodians, maintenance, and vendors and distributors.

DIRECTOR OF STUDENT NUTRITION (CONT'D)

3. Provide orientation for student nutrition substitutes.
4. Provide current student nutrition substitute list, to managers obtained from personnel office.
5. Provide payroll information to student nutrition managers and staff. Sign and oversee payroll.
6. Attend district meetings.
7. Attend professional development meetings and continuing Ed. Classes.
8. Perform fieldwork as necessary.
9. Perform any other duties as assigned by your supervisor.

Qualifications:

1. B.A. degree in Home Economics, Dietetics, Food Service, or related field or work equivalent.
2. Appropriate certification/licensure in Home Economics, Dietetics or Food Service, SNA Certification.
3. Experience in supervising a food service program. Such as day to day operations of large kitchens.
4. Three year experience in Home Economics, Dietetics or Food service.
5. Ability to work with many people and maintain positive attitude.
6. Experience in computer technology is desirable.
7. Valid Driver's license and Car Insurance.

Physical Requirements:

Sitting, standing, reaching, squatting, kneeling, climbing stairs, and moderate lifting may be required (up to 40 pounds), have full mobility of fingers/hands, managing multiple kitchens on a daily basis. Eye/hand coordination, normal range of sight and depth perception, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

1. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)
2. Serve safe and Sanitation certification/ SNA Certified.

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multimedia equipment including current technology as needed. Knowledge of student nutrition equipment and machinery preferred.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May be required to make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date