

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DIRECTOR OF FOOD AND NUTRITION SERVICES

Required Qualifications:

- Bachelor's Degree in Food and Nutrition, Institutional Food Management or other related field
- Valid Food Safety Certificate
- Five years of experience in school food service administration, or related experience in commercial or non-commercial food service.
- Experience with K-12 school food service in a large school system.
- Must possess a valid Florida driver's license.

Desired Qualifications:

- School Nutrition Specialist credentialed with the School Nutrition Association.
- Master's Degree in related field
- Registered Dietitian credentialed with the Commission of Dietetic Registration
- Registered Dietetic Technician credentialed with the Commission of the Dietetic Registration
- School Nutrition Association active membership.

Performance Responsibilities:

- Knowledge of federal, state and local laws and School Board policies as they pertain to school food service and distribution services programs.
- Knowledge of school food service operation and management theory and practice.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Coordinate the planning of menus meeting federal and state requirements.
- Plan and coordinate with the Facilities Department for new and remodeled kitchens.
- Allocate CLOC/commodities and federal funds.
- Write specifications and compile bid results on food, non-food and equipment.
- Attend professional meetings that aid School Food and Nutrition in achieving its maximum potential.
- Communicate with other administrators, district personnel and vendors to coordinate food activities and programs, student wellness and resolve issues and conflicts.
- Initiate new programs as they relate to the Food and Nutrition Department.
- Establish, implement, and revise policies as needed.
- Coordinate free/reduced, lunch, breakfast, snack and summer feeding policies, programs to meet established local, state and federal policies.
- Evaluate and make recommendations concerning program requirements and write grants for special food service projects.
- Coordinate training for school food and nutrition personnel.
- Conduct administrative reviews at school sites to assure a quality program.
- Supervise the preparation of reports. Supervise assigned personnel, conduct annual performance reviews, make recommendations for appropriate employment actions, and develop staff development training for all assigned staff.

- Direct and coordinate, through subordinate supervisory personnel, activities of workers preparing, serving, and cashiering for foods served to students and adults.
- Address complaints and resolve issues with all stakeholders.
- Knowledge of food service automation systems.
- Oversee billing and purchasing procedures ensuring compliance with state and federal laws.
- Plan and manage the department budget.
- Develop leadership training for food service management.
- Direct the development of the departmental improvement plan and strategic vision.
- Work with the Sanitation and Safety Specialist (Health Department) to assure safe and healthy food and nutrition policies are implemented and followed in all kitchens.
- Assist teachers with nutrition education as requested.
- Encourage food service employees to support their professional organization.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Keep the Superintendent of Schools abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee.

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

76005

Revised: 06/19/01, 01/02, 07/25/06, 09/02/08, 01/20/09, 05/17/11, 09/06/11, 06/10/14, 7/6/2015