



Evansville Vanderburgh School Corporation

Bringing Learning to Life School District Position Description

- Exempt
- Non-Exempt

Position Title: Director of Food and Nutrition
Department: Office of Food and Nutrition
Reports To: Assistant Superintendent of Business Operations

SUMMARY:

Directs the district's food and nutrition program in conformance with local, state and federal regulations and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Coordinates the operation of Food & Nutrition Office to meet federal and state regulations and to provide assistance to cafeteria managers.
- Monitors the daily operation of all district's cafeterias to ensure quality food production and service and compliance to all regulations.
- Oversees hiring and evaluation of Food & Nutrition employees.
- Mediates employee conferences and administers employee discipline.
- Develops specifications and solicits bids for food, supplies, services and equipment. Recommends awarding of the bids.
- Plans menus in accordance with USDA guidelines to promote student participation and provide nutritional and appetizing foods.
- Meets with food, supply and equipment vendors to view new products and services.
- Works with architects in development of layouts and designs for new and renovated kitchens
- Prepares and submits required documents to the IDOE such as the annual School Lunch Program application and the Financial Report.
- Responsible for the oversight of the Food Services budget
- Evaluates meal and operation reports and recommends changes to pricing and staffing as appropriate to assure the fiscal soundness of the program.
- Monitors compliance to the district Wellness Policy
- Oversees the department's marketing plan and nutrition activities to increase student satisfaction and participation.
- Maintains regular attendance.

SUPERVISORY RESPONSIBILITIES: *(Direct and Cooperative)*

Supervises the Assistant Director of Food & Nutrition, Field & Nutrition Specialists, Food & Nutrition Office Staff, Cafeteria Managers, Cooks and Food Service Assistants.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Bachelor of Science in food service management or nutrition required. Three or more years of food service management experience required. School food service experience is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registered dietitian status and/or Master's Degree in related area. Serv safe certified

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before department and corporation employees and community organizations.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Working knowledge of quantity food preparation and equipment, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Ability to apply knowledge of current research and theory in specific field. Computer skills necessary. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of USDA, state and local requirements and Board of School Trustees policies.

PHYSICAL DEMANDS: *The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Lifting of 50 pounds is required. Specific vision abilities required by this job include depth perception, close, color, distance and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually very quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended work hours. The employee spends a great deal of time commuting between the office and the school cafeterias. The employee is often exposed to temperature extremes in the kitchens.

“The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA). The job description is not an exhaustive list of the duties performed for this position and it does not serve to proscribe or restrict the tasks that may be assigned or changed by management.”

I agree the above job description is accurate and up to date:

Supervisor

12/1/16

Date