**Job Description for Food Service / Nutrition Director**

**Summary**

The SCA Food Service / Nutrition Director will be expected to execute a new food service program in accordance with SCA’s mission and vision that focuses on scratch cooking and providing nutritious, balanced, and culturally diverse meals to students, fostering a healthy and positive school environment. This position will oversee all aspects of food service at SCA, administering the school meal program in accordance to local, state and federal agency requirements along with completing all required reports and operating the program. The Food Service / Nutrition Director is responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the Executive Director, and the preparation and distribution of meals at SCA.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Plan, organize, and direct SCA’s food service and nutrition program; also develop and implement school-wide policies and procedures to assure compliance with federal, State, and local laws and regulations.
* Assist in the hiring as well as supervise, coordinate and direct the work duties of all food service personnel including evaluation of the kitchen staff.
* Assist in the development and preparation of the annual budget for food service operations and authorize expenditures in accordance with established guidelines.
* Review, interpret, implement, monitor, and supervise regulations, policies, and procedures of the national school meal programs.
* Develop, monitor, and supervise the free and reduced-price meals program in accordance with current policies and regulations as required by the State Department of Education and assist by problem solving and maintaining records.
* Research, assemble, and analyze information for federal and state reports; gather required supporting documents; prepare detailed reports.
* Assist the teaching staff with nutrition resources to integrate nutrition into the classroom.
* Plan, develop and supervise activities of the central kitchen, school cafeteria, and contracts for food services.
* Assist in developing and conducting orientation, training, and instruction seminars for new personnel in the nutrition service operations.
* Provide standards for the quantity, quality, and nutrition of food prepared and served.
* Direct the selection of foods and supplies, and coordinates and checks for proper storage and efficient use; inspects food for quality.
* Work with kitchen staff to plan and oversee menus and ensure adequate nutrition and dietary balance needs are met.
* Prepare bids and specifications for food, supplies, and equipment; compare bids for quality, price, and service and recommend award.
* Develop and recommend food price schedules.
* Prepare written and oral reports and maintain records.
* Communicate with school administrators, parents, and outside organizations; resolve issues and conflicts and exchange information.
* Operate a variety of office equipment including a computer and related software; operates a variety of kitchen equipment.
* Perform other duties as assigned.

**Qualifications**

* Bachelor’s degree in dietary food services or nutrition with business background or related field, including chef experience.
* Must have 3-6 years of experience in food service supervision or institutional management, specifically in schools, involving planning and preparation of food in large quantity
* Must have purchasing, strong human relations, communication, and business management skills

**Competencies**

**Knowledge of:**

* Operational characteristics, services and activities of a comprehensive school food service program.
* Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
* Modern and complex principles and practices of program development and administration.
* Principles and practices of budget preparation and administration, principles of supervision, training, and performance evaluation.
* Pertinent Federal, State and local laws, codes and regulations including health department safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
* Principles of quantity food preparation and food merchandising.
* Nutritional and operational requirements of the National School Lunch Program and other related federal and state regulations including, but not limited to, the evaluation of applications for free and reduced-price meals for needy students.
* Procedures used in ordering, receiving, storing, and inventorying food and supplies.

**Ability to:**

* Meet physical requirements necessary to safely and effectively perform required duties.
* Get along with co-workers and deal with the general public tactfully, courteously, and professionally.
* Plan, organize, and administer the food and nutrition program at SCA.
* Provide leadership in nutrition education and food service.
* Direct the operation of all phases of the food service operation and nutritional standards.
* Direct a comprehensive program of staff development.
* Analyze problems, develop sound problem solving models and solutions.
* Gather, analyze, and evaluate data, read and understand technical materials, policies, and reports.
* Develop and monitor work schedules.
* Assure compliance with federal, State, and local laws and regulations.
* Direct the maintenance of a variety of reports and files related to assigned operations and activities. Prepare comprehensive narrative and statistical reports.
* Meet schedules and timelines.
* Communicate effectively both orally and in writing.
* Supervise and evaluate the performance of assigned staff.
* Dispense effective feedback in a manner that inspires accountability among colleagues.

**Physical Demands:**

* Sit and stand for extended periods of time.
* Reach in all directions.
* Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
* Bend, twist, kneel, and stoop.
* Write legible reports.
* Read notes, memos, and printed material.
* Speak clearly and communicate effectively.

**Work Environment**

This job operates in a professional office and kitchen / school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This job also operates in an environment with children and supervision is necessary at all times.

**Employee Conduct**

The SCA administration expects that the employees of SCA strive to set the kind of example for students that will serve them well in their own conduct and behavior. Every employee is expected to act in a professional, reasonable, and courteous manner at all times which fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive and could be cause for discipline, up to and including immediate termination.

**Confidentiality**

* furnishing information or lists regarding students or parents to anyone selling materials or services;
* discussing of any employee or student disciplinary action with individuals other than those with direct involvement;
* sharing of employee personal information obtained in a professional mentoring relationship, except that in the event that information disclosed may be deemed harmful in nature to either party or another person.

**Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This includes any additional and all duties that are assigned by Administration.

**BENEFITS**

Subject to participation requirements:

* Free meals (Breakfast and Lunch)
* Health, dental, and vision packages
* PERA (Retirement contribution 21%)
* Life insurance
* 4-day work week
* Opportunities for bonuses
* Popcorn and coffee in workrooms

**SALARY**

Salary will be determined on the basis of job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the position job description, and the achievement of performance goals within budgetary limits. Placement on SCA’s salary schedule, which can be found at sca.district70.org, will be determined based on education level and years of experience in a similar / related field. The salary range for this position is $71,000 – $108,000.