



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Director of Nutritional Services	Department: Food Service
Immediate Supervisor's Position Title: Business Manager	FLSA Status: Exempt
Job Summary: Under the direction of the Business Manager, the Director of Nutritional Services is responsible for administering and overseeing the operation and staff of food service. Duties include the development of food preparation standards, service, menu planning and nutritional value consistent with state and federal requirements, district policies and procedures; oversees and monitors food preparation, safety and sanitation standards; coordinates the preparation of food service and production records; monitors and controls department revenues and expenditures.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises all food service personnel assigned to various schools directly or through coordination with Head Cooks.
 - a) Interviews, selects and provides work training, orientation and in-services for staff in safety, health, and food production.
 - b) Develops performance standards that provide for improved performance and standards for staff development.
 - c) Assigns work, monitors work operations, sets work priorities, determines and defines work requirements of positions within food service.
 - d) Interviews, selects and provides work training, orientation and in-services for staff in safety, health, and food production methods, techniques and equipment operation.
 - e) Evaluates and conducts formal evaluations on staff performance.
 - f) Counsels, trains and directs Head Cooks concerning problem solving, personnel issues, and operational issues involved in the coordination of operations at their assigned sites/schools.
 - g) Plans, implements and troubleshoots point of sale, inventory control systems, other operational and procedural problems, issues or concerns with staff.
- Plans and makes recommendations for budget and fiscal requirements and needs. Maintains systems for financial accountability. Coordinates and participates in the preparation and submission of records and reports required by the district, state or federal agencies.
 - a) Establishes financial objectives and goals for nutritional services.
 - b) Monitors and manages revenues and expenditures. Coordinates the preparation of nutritional records and supporting documentation consistent with district, state and federal policies, procedures or requirements.
 - c) Plans and implements procurement procedures and systems for the department.
 - d) Develops purchasing guidelines to ensure purchased food and supplies reflect customer preferences, department needs, policies and nutritional objectives.
 - e) Establishes standards and procedures for receiving, storing and inventory of food and non-food supplies.
- Develops, implements and modifies marketing plans to improve participation. Evaluates and revises marketing plans. Implements plans for providing food service and catering for special functions.

- Plans and writes nutritious menus in compliance and accordance with state and federal guidelines and standards.
 - a) Develops cost effective menus that meet all local, state and federal guidelines and regulations.
 - b) Assesses customer preferences, customer trends and industry trends to improve participation.
 - c) Work with staff, teachers, students, parents, administrators, and physicians in planning menus for children with special needs.
- Directs, oversees and supervises sanitation, food safety, employee safety and food production procedures and methods.
 - a) Establishes sanitary and safety procedures to ensure food preparation and serving standards.
 - b) Reviews and incorporates safety regulations and guidelines in all phases of food operations.
 - c) Establish procedures for risk management.
 - d) Monitors food production and distribution to assure high quality standards.
- Plans for facility layout, design, equipment selection and environmental management.
 - a) Assists in planning and designing food service facilities that meet production, customer, and workflow needs.
 - b) Determines equipment needs and specifications consistent with program needs and budget.
 - c) Establish waste management systems that are environmentally safe, effective and economical.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of nutritional expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments, trends, nutritional/production technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's degree
	High school diploma or GED.		Major field of study or degree emphasis: Nutrition, School Nutrition or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Supervisory theories and principles. ▪ Relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements. ▪ Food production, purchasing, inventory and food preparation techniques and methods. ▪ Safety and health requirements as governed by federal and state laws and regulations ▪ Nutritional guidelines and regulations • Recordkeeping, reporting and administrative requirements involved in managing programs/services. • Administrative policies and procedures of the district. • Fundamentals of financial, point of sale, and accounting procedures of food service operations and programs.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 3 years experience managing and overseeing a large food production facility or directly related experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Food Manager Certification	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to explain nutrition programs, mediate and address food service problems, and to engage others in problem solving or to gain cooperation. • Planning, evaluating, implementing and installing food production, food inventory and purchasing controls, procedures and methods. • Training and mentoring food service personnel. • Supervising, delegating responsibilities, establishing accountabilities and evaluating program personnel. • Problem-solving food production problems, questions and issues. • Planning, budgeting, purchasing and overseeing the fiscal operations of a large food production operation. • Nutrition education and menu planning. • Using computers and related software applications.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Head Cooks	4
TOTAL		4

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Cooks, Food Service Workers	Total: 23

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description created 4/2007 by BCC.

Date Board Adopted: _____