



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.
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 required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.
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 will vary from quiet while in the office to loud while in a school kitchen or classroom environment. Temperatures will vary from cool when in an office to very warm when in school food production areas.

REPORTS TO Executive Director of Support Services

#### GENERAL RESPONSIBILITIES

1. Administers the National School Lunch, National School Breakfast, After School Snack and National Commodity Distribution Programs in compliance with federal regulations, state board rules and school board policies.
2. Directs the activities of the Department of Nutrition Services to assure that school meals meet the varying nutritional requirements and food preferences of a growing and culturally diverse student population. Assures that all programs are managed in a fiscally solvent, safe and sanitary manner.

#### SPECIFIC RESPONSIBILITIES

1. Directs the activities of the Department of Nutrition Services to assure that school meals meet the varying nutritional requirements and food preferences of a growing and culturally diverse student population. Assures that all programs are managed in a fiscally solvent, safe and sanitary manner.

2. Develops and administers the Strategic Plan for Nutrition Services, including the development of annual and long-range goals, objectives and program benchmarks. Analyzes program data to assure that goals and objectives are met.
3. Prepares and administers the annual Nutrition Services Department budget, including revenue forecasting, cost analysis and the development of cash flow projections. Ties all expenditures to the Strategic Plan and the District Education Improvement Plan. Allocates revenue, expense and resources to all cost centers to assure that each site is self-supporting.
4. Develops and monitors Department Nutrition Services staffing patterns and makes recommendations for Department Nutrition Services employee selection. Directs the activities of all Department Nutrition Services personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action or termination in accordance with collective bargaining contracts and district personnel procedures.
5. Provides a comprehensive training program and career ladder for all nutrition services employees, including food production, safety, sanitation, customer service, cashier training, work simplification and nutrition. Conducts annual employee training needs assessment, tracks employee training and evaluations and revises programs accordingly.
6. Directs the activities of the menu planning and procurement staff in the development of bid specifications for food and supplies to maximize commodity utilization.
7. Develops an equipment and vehicle replacement plan, writes specifications, analyzes bids and recommends the purchase of new and replacement equipment.
8. Works closely with the Facilities Department in the planning, design and development of specifications for new and renovated kitchen and warehouse facilities.
9. Develops an emergency feeding plan for the county, utilizing USDA commodities. Assures that employees are available to prepare food in shelters as needed.
10. Works with staff from Management Information Services to develop plans for new technology and data collection. Purchases new software and hardware for all sites.
11. Works with curriculum and Instruction to develop strategies to improve student eating habits. Meets with principals and teachers to encourage the use of the cafeteria as a learning laboratory.
12. Communicates with and seeks input from principals, district staff, students, parents, and teachers, concerning the operation of the program and menu selections. Conducts annual surveys to assess customer satisfaction with the program.
13. Performs other duties as assigned.