



## JOB DESCRIPTION

<b>Job Title</b>	Director of Food and Nutrition
<b>Department</b>	Food & Nutrition Department
<b>Reports To</b>	Executive Director of Business Services
<b>Classification</b>	Non-Affiliated
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Month

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Food and Nutrition Director plans, directs, administers, and evaluates all aspects of the Food and Nutrition Program in order to meet the educational and nutritional needs of children in the Eau Claire Area School District. The Director is responsible for directly supervising and evaluating Food & Nutrition Services Managers and Food and Nutrition Office staff, procuring equipment, maintaining productivity standards, and operating the Food and Nutrition Program within the annual budget. The Director will ensure program compliance with federal, state, and local policies, regulations, and procedures. The Director will partner with others in the District and community to develop a nutrition program which meets customer satisfaction, community values and District expectations. The Director demonstrates cooperative teamwork, professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs.

## Essential Job Functions

- Provides leadership in implementing a district-wide food service program that focuses on customer satisfaction, nutrition integrity and product quality.
- Develops and monitors annual program budget, operating within District policy guidelines, to achieve a cost-effective, successful program.
- Supervises and coaches Food & Nutrition Service Managers and office support staff.
- Maintains integrity and accountability of the Food & Nutrition Program and advises Executive Director of Business Services on compliance with all federal, state, and local policies, regulations, and procedures.
- Ensures necessary records are maintained, for the food service program.
- Provides recommendations for modifying the Employee Handbook as it relates to Food & Nutrition staff.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Ensures all food service staff members are trained in all job duties.
- Oversees the implementation and maintenance of a Hazard Analysis Critical Control Point (HACCP) plan and Wisconsin Food Code to reduce the risk of food-borne illnesses.

- Assesses kitchen equipment and facility needs and works collaboratively with Buildings and Grounds for equipment replacement and remodeling.
- Implements and maintains a cost-effective procurement and inventory control system.
- Develops purchasing guidelines and practices to ensure purchased food items and supplies reflect regulatory requirements, policies, student preference, district needs, and nutritional objectives.
- Assesses student-preferences, industry trends, current research, and product availability to ensure development of cost-effective menus that maintain nutritional integrity and meet program guidelines.
- Communicates with building principals regarding program monitoring and changes.
- Plans collaboratively with food service staff to provide professional development opportunities which meet personal development and organizational goals.
- Plans collaboratively with Summer School staff to provide summer meal opportunities for students.
- Participates in professional development and complies with USDA Professional Standards regulation.
- Collaborates with school nurses, Food & Nutrition Service Managers, and cooks to accommodate students with special dietary needs as documented by a Physicians Order for Diet Modification.

#### **Ancillary Job Functions**

- Attends School Board and Wellness meetings as needed.
- Perform other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR Bachelor’s degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate for school nutrition directors. In Wisconsin this is the GOALS Certificate; OR Bachelor’s degree in any major and at least five years’ experience in management of school nutrition programs.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or obtain within thirty days of hire.
- Supervisory experience in a school or institutional setting.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Registered Dietitian or Master’s Degree in Food Service Management, Nutrition or Public Health.
- Experience in management of an institutional food service program.
- Bilingual/bicultural skills.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of Child Nutrition Program regulations.
- Knowledge of special diets.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Knowledge and skill in quantity food production and service.
- Ability to use technology to improve effectiveness, quality, efficiency, and customer service for the food service operation.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to safely operate all types of food service equipment.
- Ability to apply Wisconsin Food Code Regulations and Hazard Analysis Critical Control Point principles of food safety and sanitation.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize and manage time.
- Ability to learn and adapt quickly as situations change.
- Ability to work independently with minimal supervision.
- Ability to effectively plan, organize and manage time.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.
- Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and listen.
- Must be able to stand/walk regularly.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.