



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Director of Child Nutrition**  
Job Family: **Administrative**  
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
Pay Range: **J**  
Job Code: **10303**  
Days: **260**

**SUMMARY:** Responsible for the district’s Child Nutrition program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight. Promote the National School Lunch and Breakfast Program. Maintain compliance with all federal, state, and local regulations. Supervise personnel in warehouse, kitchen, and administrative functions. Manage budgets for all funds associated with Child Nutrition. Monitor the required system of accountability for the free and reduced program. Maintain collaborative efforts with local organizations to provide community nutrition support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Description of Job Tasks
1. Responsible for the district’s Child Nutrition program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight.
2. Ensure compliance with Board of Education and District policies and applicable regulations.
3. Manage budgets for all funds associated with Child Nutrition operations: make estimates for projecting budget needs, including cost of food and non-food items, labor expenses, and new or replacement equipment; equipment repair; food and meal prices; and other expenditures and revenues generated by the department.
4. Oversee Child Nutrition personnel in the areas of food production, inventory management, sanitation procedures, work schedules, accounting software systems, Point-of-Sale and cash collection systems, safety record keeping, purchasing, bids for food and non-food items, proper handling and use of commercial food, USDA commodities, and non-food items and equipment.
5. Maintain compliance with all federal, state, and local regulations and standards, including United States Department of Agriculture (USDA), Colorado Department of Education (CDE), and Larimer County Health Department.
6. Attend work and arrive in a timely manner.
7. Develop and maintain guidelines, establish objectives, and set standards for all operations related to Child Nutrition.
8. Oversee professionals responsible for recipe and menu development, culinary skills, and nutrient analysis.
9. Promote the National School Lunch and Breakfast Program to students, staff, and the community. Provide nutrition education to the students, staff, and the community. Respond to departmental inquiries and address concerns from parents and the community.
10. Oversee the coordination of graduate students and undergraduate students majoring in Food Science and Nutrition from various universities; collaborate with colleges, universities, healthcare providers, School Nutrition Association, other school districts, local food banks, and other organizations to provide community nutrition support.
11. Hire, train, mentor, coach and conduct evaluations of personnel; mediate conflict resolution and implement disciplinary actions as necessary. Provide and/or coordinate staff training and professional development.
12. Monitor free and reduced price meal applications and required system of accountability through CDE. Assist local, state, and federal auditors as needed when the operation is reviewed.
13. Perform other job duties as assigned.



#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Management or Food and Nutrition Services required; master's degree preferred
- Five years or more of related experience and experience managing multiple locations required; prior school food service experience preferred
- Equivalent combination of education and experience will be evaluated

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license required
- Licensed Registered Dietitian preferred

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to manage large quantity cooking operations involving decentralized facilities and delivery services.
- Skills and experience in personnel management, budget development and funds management, conflict resolution, organization and planning, specification writing, procurement, marketing, menu planning, nutrient analysis, data analysis, information systems management, and food service design for new and remodeled kitchen facilities.
- Extensive communication, supervision, training and public relations skills
- Knowledge of USDA, CDE, and Larimer County Health Department regulations
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions and manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate to staff members, Board of Education members, superintendent, directors, contractors, and community members
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, and departmental guidelines and procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of Point-of-Sale systems, student information systems, vendor ordering systems, and financial systems.
- Operating knowledge of kitchen equipment and warehouse equipment.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Executive Director of Operations	
<b>Direct reports:</b>	Area Supervisor	2
	Warehouse Supervisor	1
	Office Manager	1
	Systems Technician	1
	Nutrition Coordinator	1
	Accounting Technician	1
	Culinary Training and Catering Supervisor	1

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste			x	
Smell			x	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute		x		
Synthesize			x	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	