



# DIRECTOR – FOOD AND NUTRITION SERVICES

## SUMMARY/SCOPE/GOAL

To coordinate an efficient and effective countywide food service operation enabling the schools to serve a nutritious meal to students at a reasonable price.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree from an accredited institution of high education required.
- Experience in supervision of educational, commercial, or institutional food service.

#### PREFERRED/DESIRED:

- Master's Degree from an accredited institution of higher education preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certification by the School Nutrition Association.
- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Supervise the food service program in schools and in the Educational Services Facility cafeteria.
2. Develop specifications and consult with principals and cafeteria managers on quantities of food and equipment needed by cafeterias.
3. Resolve with vendors any problems arising during bid periods.
4. Work with principals and architects in developing food service areas in new schools and in remodeling old ones.
5. Evaluate food and nutrition services programs annually as required by federal program.
6. Assist cafeteria managers in staffing, menu planning and financing of school programs.
7. Work with principals, teachers, parents, students, and cafeteria managers to promote a better understanding of food and nutrition services programs in the schools.
8. Prepare or assist in the preparation of required county, state, and federal reports.
9. Establish in-service and on-the-job training for school lunch managers and workers.
10. Interpret the food and nutrition services program goals to the public.
11. Cooperate with outside organizations to utilize the food and nutrition services departments more effectively in providing needed food service to various groups of citizens.
12. Provide coordination and assistance to food and nutrition services personnel and staff in complying with state board regulations, state statutes, federal laws, and USDA regulations.
13. Prepare annual budget for food and nutrition services operation.
14. Monitor budget and performance indicators on a monthly basis.
15. Monitor school's staffing needs and adjust as needed.

## DIRECTOR – FOOD AND NUTRITION SERVICES

16. Travel throughout the school district's facilities.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Thorough knowledge of state board regulations, state statues, federal laws, and USDA regulations as they relate to food preparation and service; skills in accounting, food-buying, and food preparation; demonstrated written and oral communication skills; ability to plan and manage.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### **TRAVEL:**

Travel between sites often. Travel out of county occasionally.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	District Operations	<b>DEPARTMENT:</b>	Food and Nutrition Services
<b>TITLE CODE:</b>	D0247	<b>CONTENT BY:</b>	Food and Nutrition Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	6/22/2021	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/15/2000	Developed	
1.1	2/10/2006	Revised: Qualifications	
1.2	3/30/2005	Revised: Qualification's update	
1.3	5/10/2005	Revised: Title Change	
1.4	6/6/2005	Revised: Title Change; Qualifications, PREF	
1.5	3/1/2021	New Format	Ellie Kelly – Human Resources
2.0	6/22/2021	Updated grade to 29	Beth Thedy, Ed.D.
2.1	12/6/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*