



Nutrition Services Director

SUMMARY: Under general supervision, directs the Nutrition Services work group and the Mandan Public School (MPS) Child Nutrition Program, including operations, facilities, menu, purchasing, budget, financial operations, and management and training of staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Administers the Child Nutrition Program (CNP) for the District, and assures compliance with federal, state and local regulations, policies, and procedures; monitors and evaluates CNP work group, and assures that the services and work products meet quality and safety standards.
- Develops and directs procedures to assure production of safe, nutritious and high quality food; monitors operational procedures for efficient and effective food preparation and distribution.
- Visits food service sites to verify regulatory compliance; monitors operations, evaluates operational efficiency, and inspects cleanliness of work areas; assures proper inventory is maintained.
- Plans and analyzes menus for all food service sites to assure that USDA requirements are met; enforces compliance with federal and state nutritional standards and regulations.
- Coordinates communications between sites, vendors, and CNP program staff.
- Manages budgeting, revenue, expenditures, financial procedures, operational records, and summary reporting in compliance with regulatory agency standards.
- Monitors CNP operations, and analyzes costs of materials, equipment, commodities, and labor; recommends efficiencies to keep costs within established financial guidelines.
- Manages, schedules, and trains assigned staff, develops priorities, and assigns tasks and projects; assures that appropriate services are provided, and goals are defined and achieved; meets regularly with staff to discuss and resolve priorities, workload, customer services, and technical issues.
- Works with parents to identify and resolve issues concerning special nutritional needs.
- Coordinates training and cross-training of MPS staff on operational procedures and quality standards.
- Performs special assignments and other duties as assigned by the Superintendent.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND five years of nutrition program experience, including supervisory experience, preferably with a public school; OR an equivalent combination of education, training, and experience.

Knowledge of:

- MPS policies and procedures.
- Federal, state and local codes and regulations governing food handling and public nutrition services.
- Principles and practices of public sector administrative management, including accounting, budgets, purchasing, payroll, personnel rules, contracting, and project management.
- Techniques and practices for efficient and cost effective management of resources.
- Nutrition and health maintenance issues for children and young adults.
- Regional community service agencies and other governmental assistance programs.
- Customer service and public relations methods and practices.
- Environmentally responsible and resource-efficient food preparation and distribution methods.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Directing and coordinating Nutrition Services work group operations.
- Interpreting and applying applicable federal, state, and local rules and regulations; and MPS policies.
- Reviewing operations, identifying potential food safety hazards, and verifying MPS compliance with state and federal regulations.
- Assessing student nutrition issues, and developing recommendations for MPS operations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Master certified in Pathways training through the North Dakota Department of Public Instruction is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and in District facilities.