

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Director of Food and Nutrition

Wage/Hour Status: Exempt

Reports to: Assistant Superintendent for School Leadership
& Student Services

Admin/Prof Pay Grade:105(226 Days)

Dept./School: Food & Nutrition Department

Date Revised: 08/25/2021

Primary Purpose:

Direct and manage the food service program and supervise district food service operations. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Qualifications:

Education/Certification:

Bachelor's degree in foods and nutrition, dietetics, home economics, or food service management

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

Bilingual, preferred

Experience:

Five years experience in food service management

Three years experience in food service environment

Major Responsibilities and Duties:

Food Service Operations

1. Direct and manage district's food service programs.
2. Develop menus that meet established nutritional requirements for students.
3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
4. Establish and direct process of providing free and reduced lunch applications following United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.
5. Develop and maintain written department procedures for all food service operations.

Policy, Reports, and Law

6. Comply with federal and state law, State Board of Education rule, and board policy in food service area.

7. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
8. Prepare necessary data for processing of food service payroll.

Budget and Inventory

9. Administer food service budget and ensure that programs are cost effective and funds are managed prudently.
10. Compile budgets and cost estimates based on documented program needs.
11. Assist with development of a cost-effective and efficient system of procurement of all food meeting federal procurement and Texas Education Agency (TEA) standards.
12. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
13. Approve and forward invoices and purchase orders for food service department to accounting department.
14. Recommend disposal of obsolete equipment and replace equipment as necessary.

Personnel Management

15. Plan and direct inventory and stock control program for equipment and supplies.
16. Prepare, review, and revise job descriptions in food service department.
17. Develop training options and improvement plans to ensure exemplary operation in the food service area.
18. Evaluate job performance of employees to ensure effectiveness.
19. Recruit, train, and supervise personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

20. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
21. Maintain safety standards that conform with federal, state, and insurance regulations and develop a program of preventive safety.

Other

22. Attend professional growth activities to keep abreast of innovative techniques for food service operations.
23. Follow district safety protocol and emergency procedures.
24. Has regular in person attendance and complies with notification procedures for absences.
25. Performs any other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of cafeteria managers and support staff assigned to the area of food service.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.