

West Salem School District
Job Description

Position Title: Director of Nutrition Services
Qualifications: Preferred degree in Culinary Management
Department: West Salem School District Office
Reports To: Superintendent
Prepared By: Superintendent
Approved By: Board of Education
May 13, 2003 as Policy 232
Revised: November 10, 2008

- I. Summary: The Director of Nutrition Services will provide leadership and direction for all aspects of food services and nutritional education within the school district. He/She will work cooperatively with the nutritional department, building principals, and wellness committee.
- II. Essential Duties and Responsibilities:
- A. Plan and provide quality meals that are in accordance with the dietary guidelines for Americans and are acceptable to students.
 - B. Plan and supervise the preparation and serving of regular food service meals and any special meals required for district-sponsored events.
 - C. Standardize the size of portions served and ensure they meet government requirements.
 - D. Utilize government commodities in an efficient and effective manner.
 - E. Inspect school meal facilities and operations to ensure that cleanliness, health and safety standards are being maintained.
 - F. Interview, screen and recommend the appointment of all food service personnel.
 - G. Administer personnel policies and evaluate all food service personnel in accordance with Board policy.
 - H. Assist the Board in the development of policies regarding student nutrition and services.
 - I. Prepare and administer the department's budget.
 - J. Review and evaluate all requests and recommendations for the purchase of new and replacement equipment.
 - K. Purchase and maintain an inventory of all foods, supplies and equipment.
 - L. Set prices for a la carte items.
 - M. Consult with school officials and architects on plans and specifications for new or renovated food preparation centers.
 - N. Check all bills and purchase orders for accuracy before presenting them to the Accounts Manager for payment.
 - O. Apply for government commodities for the school district cafeteria use and direct its distribution and transfer.
 - P. Prepare bid specifications and conditions for appropriate items.
 - Q. Inform the public, through newsletter and the district website of student menus.
 - R. Assist principals and teachers in the development of nutrition education and development of wellness policies.

 - S. Keep patrons and the public informed of the health and educational benefits of student participation in the school food service program.

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- T. Perform other duties as the district administrator or Board may determine.
- U. Process Free and Reduced Applications.
- V. Submit monthly claims and DPI Reports.
- W. Monitor and comply with food recalls.
- X. As a representative of the school district, he/she is expected to deal with the public in a courteous and professional manner.
- Y. Be knowledgeable and follow all district policies.
- Z. Any duties as assigned.

III. Supervisory Responsibilities:

Direct supervisor to all Cook I, Cook II, and the food services administrative assistant.

IV. Qualification Requirements:

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.

A. Education and/or Experience

A degree in Culinary Management or dietetics with an emphasis on School Nutrition, Dietary Management and Food Safety. A four year degree preferred or a minimum of an associate degree.

B. Certificates, Licenses, Registrations:

Should be certified in dietary Management and Food Safety and to hold a School Nutrition Specialist (SNS) credential. Maintain updated First Aid, CPR and AED certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and/or community members.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.

G. Physical Demands:

1. The physical demands described here 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

H. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.