

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Food & Nutrition Services

Supervisor: Assistant Superintendent for
Business and Operations
FLSA Status: Exempt **Employee Group:** Administrative

Qualifications:

1. Bachelor's Degree with major in Foods and Nutrition preferred or on-job training and experience in work-related field.
2. Certification from the School Nutrition Association is preferred.
3. At least three years recent administrative or supervisory experience in school foodservice or institutional foodservice with multi-unit supervisory foodservice experience preferred.

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Direct the District School Food & Nutrition Services Program in conformance with Federal and State laws and regulations, local and State health department ordinances and School District policies.
2. Hire, assign and supervise Food & Nutrition personnel in accordance with District policies and procedures.
3. Direct the Free and Reduced meal application processing for eligible students; communicate results for district fee waivers.
4. Prepare and monitor the Food & Nutrition Services department budget, including Federal and State reimbursements, other income projections and control of expenditures.
5. Develop and implement standards, goals and objectives for the operation of a financially accountable, efficient, sanitary and high quality Food & Nutrition Program.
6. Develop specifications for and purchase of food supplies, non-food supplies and equipment through formal and informal bid solicitation in accordance with District policies and State and Federal laws.
7. Utilize USDA commodity food allocations for maximizing allocated resources.
8. Develop menus and food choices that meet current program requirements. Communicate menus and meal information accessible via web pages.
9. Develop and implement a plan for professional growth and certification for the Food & Nutrition Services staff, providing appropriate training.
10. Keep current with best practices and requirements as they relate to your job assignment.

11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.