

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

DIRECTOR OF STUDENT NUTRITION SERVICES

Qualifications

1. Graduation from an accredited four year college with a degree in food service operation, nutrition, or a related field or any equivalent combination of education and experience that would enable the individual to carry out the duties and responsibilities of this job.
2. Experience in food service preparation and delivery in a cafeteria operation.
3. Strong organization and planning skills.
4. Strong interpersonal skills and ability to communicate effectively through written and verbal expression.

Essential Duties and Responsibilities

1. Supervise school lunch program to insure that meals comply with established nutritional guidelines and that safety and sanitation requirements are met;
2. Prepare and monitor budgets supporting the food services operations and receipt of government commodities;
3. Oversee the implementation, documentation, and verification for the system's Federal Free/Reduced Lunch Program;
4. Prepare bid specifications, select food service providers and vendors, purchase cafeteria equipment and supplies;
5. Oversee the hiring, intake, and management of food service employees;
6. Maintain accurate records and documentation of all food service related expenditures and inventory of equipment and supplies;
7. Participate in state and regional workshops to maintain current on regulations and "best practices" in school nutrition programming;
8. Provide regular meetings for cafeteria managers and in-service training for all food service personnel;
9. Oversee the USDA commodity food program;
10. Develop menus for each cafeteria which comply with established nutrition guidelines
11. Communicate school administrators, teachers, and parents to resolve complaints related to cafeteria procedures or food related issues;
12. Supervise the activities of the central office support staff;
13. Evaluate annually the cafeteria managers, workers, and support staff in order to make recommendations for rehiring or dismissal;
14. Maintain accurate attendance and payroll records;
15. Perform other duties as indicated by the Director of Schools.