

Wrightstown Community School District
School Nutrition Director
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Administer and direct the implementation of a quality school nutrition program within the school district in compliance with federal, state, local regulations
- To maintain a close relationship with the District Administrator to assure that the program and policies of the District, the Department of Public Instruction (DPI), and the United States Department of Agriculture (USDA) are carried out in an efficient and uniform manner

Performance Responsibilities**➤ Program Management**

- Plan monthly school lunch/breakfast menus to ensure all USDA compliances are met and optimum production efficiencies and student participation are achieved
- Forecast, order, and maintain USDA commodities need and usage, based on the menu and inventory needs
- Develop and implement any new USDA programs
- Prepare the weekly food orders for menu based on commodities and inventory
- Oversee the receiving, inventory, and organized storage of all food and supplies
- Assist in scheduling deliveries of meals, commodities and supplies
- Attend educational or informational meetings related to food service
- Understand quantity food preparation techniques, cost, and portion controls
- Implement and maintain records of all Hazard Analysis Critical Control Point (HACCP) standard operating procedure protocols

➤ Human Resource Management

- Conduct interviews, orientation, oversee training and evaluation of school nutrition employees
- Plan and conduct in-service training and staff meetings for school nutrition personnel
- Assist all school nutrition personnel by troubleshooting and/ or answering questions and problems that may arise in accomplishing given tasks
- Coordinate sick calls with the substitute list
- Review health department reports, develop, and maintain HACCP safety standards; investigate problems and recommend changes

➤ Budget Management

- Review monthly participation records, operating reports, labor cost, and food cost to ensure financial accountability and department stability
- Monitor inventory, ordering, and distribution for food supplies, and equipment
- Work with the combined bid group in the writing of the school nutrition bid
- Determine and recommend equipment needs, repair and maintenance
- Maintain a daily production record for meals prepared and send appropriate forms for reimbursements for all three schools
- Maintain a fiscally efficient and workable food and supply inventory, practicing First in, First out (FIFO) rotation

➤ Communications

- Establish effective working relationships with all school district departments and community organizations
- Evaluate personnel and school nutrition situations and make quick, accurate decisions
- Facilitate and support communications with District Wellness Committee

- Monitor, along with District Administrator and Principals, implementation of the District Wellness Policy
- Provide regular updates regarding nutritional initiatives to Administrative Team

➤ **Other Responsibilities**

- Perform any and all other duties prescribed by the District Administrator

Qualifications

- Hold certification by the American Food Service Association as a Food Service Manager/Director (level 2), with course work in food service systems management
- Safety and Sanitation certification
- Meets Requirements of the School Nutrition Program Director Professional Standards

Reports To

- District Administrator

Evaluation

- Annual written evaluation to be completed by the District Administrator based on a mutually agreed upon evaluation system

Adopted: March 15, 2006

Reviewed:

Revised: March 15, 2023