

Killeen Independent School District Job Description

Job Title: Director for School Nutrition
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY

To manage and direct all food service activities within the school district by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans and supervises the preparation of menus at all schools.

Oversees the placement of menus on the KISD website.

Develops menus using nutrition principles to meet USDA nutritional requirements.

Oversees the preparation and presentation of meals in all schools, to include catering functions, food and beverage concessions at varsity games, other events at Buckley Stadium and summer school feeding program, assuring high quality.

Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.

Recommends price changes for a la carte items and meals.

Prepares bid specifications for food and cafeteria supplies.

Applies for USDA commodities for school cafeteria use and directs their distribution and transfer.

Requisitions food and supplies based upon quality and price.

Monitors perpetual inventory of all food and cafeteria supplies in central warehouse and school cafeterias.

Verifies all School Nutrition employee payroll and accounts payable documents.

Maintains the accounting system so that monthly reimbursement claims are prepared for submission to the Texas Department of Agriculture, to include the Severe Need Breakfast program.

Monitors the completion of monthly cafeteria financial statements.

Prepares annual multi-million dollar budget for department including position/salaries, food, new and replacement equipment, and repairs.

Assists in the design of new cafeterias and the specifications for purchasing of equipment.

Acts as the co-chair for the School Health Advisory Council (SHAC).

Ensures District wide implementation of the Texas Public School Nutrition Policy (TPSNP).

Oversees the automation of the school nutrition department and is responsible for the point of sale software maintenance.

Cooperates with the other directors in functionally related areas within the District.

Communicates and cooperates with building principals to ensure high quality food and services are provided.

Administers the free and reduced USDA federal breakfast and lunch programs, which include processing of free and reduced applications.

Oversees the free and reduced scanner system and paypams.com.

Oversees the Headstart program that feeds underprivileged pre-school students, and the Breakfast on the go program. Oversees the Honors Academy (Creekview) program which feeds lunch meals to Charter School students.

Monitors staff activities and processes to ensure that the organization is efficient.

Maintains cooperative relationships and open communications with those holding similar positions in other districts in the region and state, in order to identify, research and implement improvements and efficiencies in school nutrition.

Reports to superiors on progress in participation, resource utilization, and production performance.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall supervision of employees in the school nutrition department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS 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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree, preferred, Bachelor's degree in Business, Restaurant and Hotel Management, Nutrition, Institutional Administration, or related area, and five years related food service management experience in a school, hospital, or industrial food service operation, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to operate calculators, 10-key, and have basic computer knowledge.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

Revised date: August, 8 2019

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