

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director for Nutrition Services

Job Description

December 2016

Reports to: Assistant Superintendent for Business Services

Term: 226 Days

Status: Exempt

PRIMARY PURPOSE:

The Director for Nutrition Services, under the supervision of the Asst. Superintendent for Business, is responsible for directing and managing the food service program and supervising District food service operations. Plans and implements programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Foods and Nutrition, Food Service Management or closely related field
- Minimum of three (3) years progressively responsible experience in food service management which includes supervision of assigned staff preferably with a large organization
- Previous experience in a school district environment preferred
- External candidate must have satisfactory outcome of fingerprinting check.

KNOWLEDGE, SKILLS, ABILITIES

- Considerable knowledge of Federal, State, and local laws and regulations pertaining to food service.
- Knowledge of menu planning, food purchasing, and preparation of foods in food service environment.
- Knowledge of human resources operations and administration.
- Strong organization, communication, and interpersonal skills.
- Ability to manage budget and personnel.
- Ability to coordinate District functions.
- Ability to interpret policies, procedures, and data.
- Ability to establish and maintain effective working relationships with Executive Management, Campus/Department Heads, Elected Officials, District employees, other districts, government agencies, outside organizations, and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

1. Directs and manages the District's food service programs and operations to include but not limited to developing menus, overseeing free and reduce lunch, creating schedules, resolving personnel issues, developing department procedures.
2. Ensures compliance with all Federal, State, and local laws, policies, and nutritional requirements related to food service.
3. Administer and manage food service budget and approves purchase orders and bids in accordance with budgetary limitations.
4. Plans and directs inventory and stock control programs for equipment, materials, and supplies.
5. Hires, supervises, trains, and evaluates personnel assigned to the Nutrition's Service Department and makes sound recommendations about staff placement, transfer, retention, and dismissal.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director for Nutrition Services

Job Description

December 2016

6. Ensures that safety measures are in place to protect food, supplies, and equipment in cafeterias, lunchrooms, and warehouse.
7. Assists the Asst. Superintendent with development of various food service strategic plans and projects.
8. Advises Executive Management and Campus/Department Heads on laws, regulations, policies, and practices.
9. Performs other duties as assigned.

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

Approved by _____

Date _____

Reviewed by _____

Date _____