

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	3	

JOB TITLE	CONTRACT REFERENCE
Director of Nutritional Services	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Finance Director	April 2012

JOB SUMMARY

The Director of Nutritional Services is responsible for the overall management of the Food Service Program in all buildings of the Fridley School District. This includes planning, organizing, directing, and evaluating the operation of the food service program.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Program management	
	<ul style="list-style-type: none"> Establish and maintain a nutritional school lunch program in compliance with federal, state and local government regulations 	15% C4
	<ul style="list-style-type: none"> Plan, develop, implement and submit for publication nutritious menus applying government regulations 	10% C4
	<ul style="list-style-type: none"> Procure USDA commodities 	5% B2
	<ul style="list-style-type: none"> Procure food supplies, equipment and contract services based on program needs and available resources 	5% B2/B3
	<ul style="list-style-type: none"> Establish procedures for receiving, storing and allocating food and non-food supplies 	5% C4
	<ul style="list-style-type: none"> Establish food service policies and procedures 	5% C4
	<ul style="list-style-type: none"> Establish, evaluate and monitor the assembly and serving of food while considering sanitation and safety standards 	5% B
	<ul style="list-style-type: none"> Participate in recruitment, selection, hiring and supervision of food service employees and clerical support 	5% B3
	<ul style="list-style-type: none"> Coordinate staff development and training for food service staff 	5% B3

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	<ul style="list-style-type: none">Review, approve and submit federal and state reports required for the National School Lunch Program including free and reduced lunch applications	3%	B2
	<ul style="list-style-type: none">Participate in local, state and national school food service associations	2%	N/B
2.	Financial Management		
	<ul style="list-style-type: none">Develop and monitor the food service program budget in accordance with district fiscal policy<ul style="list-style-type: none">Project revenues and expendituresSet short and long-range program goalsRecommend pricesDevelop capital project goals	10%	C4
	<ul style="list-style-type: none">Maintain a financial accountability system<ul style="list-style-type: none">Monitor revenues and expendituresCalculate inventory valuesPrepare information for fiscal audit	5%	B2
3.	Communications		
	<ul style="list-style-type: none">Establish effective internal and external communications	3	B2/C4
	<ul style="list-style-type: none">Maintain positive public relations	5	N/B
	<ul style="list-style-type: none">Relay nutrition education to students, parents and staff	5	A1
	<ul style="list-style-type: none">Serve as Fridley representative to the Minnesota Department of Education Food and Nutrition Program	2	N/B
4.	<ul style="list-style-type: none">Other duties as assigned.	5%	N/B

QUALIFICATIONS

- Bachelor's degree required
 - Registered Dietitian preferred
 - Previous experience in school food service management required.
 - Licensed by state of Minnesota as appropriate.
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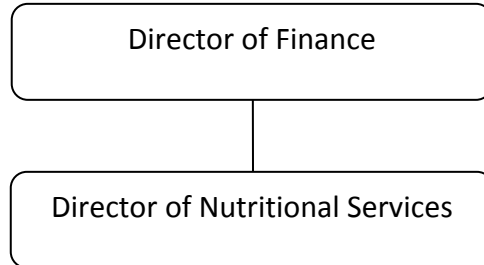
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.