

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Director of Nutrition Services
Prepared Date:	7/2/2018
Revised Date:	9/1/2021
Work Year:	220 days
Department:	Nutrition Services
Reports To:	Executive Director of Facilities and Construction Management
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Director of Nutrition Services will serve as a district liaison between the District and the outside Food Service Vendor to ensure the vendor plans, directs, monitors, and maintains the day-to-day operational and fiscal functions of the Nutrition Services Department in accordance with district vision, mission, and policies. The position will provide guidance and leadership to department office, warehouse, and school staff. This position will ensure compliance with state, federal, and local regulations. This position works with school principals and district administration in coordinating nutrition services programs, vendors, and activities.

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- A Bachelor's degree in Food and Nutrition, Food Service Management, Dietetics (Registered Dietitian), Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or related field
- OR Bachelor's degree in any academic major and State recognized certificate for school nutrition directors
- OR Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's degree in related field
- School Nutrition Specialist credential
- Spanish speaking skills

KNOWLEDGE AND SKILLS:

- Excellent leadership and organizational skills and the ability to motivate people
- Knowledge of federal, state, and local laws, rules, and regulations applicable to Nutrition Services
- Knowledge and understanding of USDA and state guidelines and their application at the local level
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant

contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Interpret and administer local, state and federal statutes as they pertain to standards of sanitation, safety, food preparation and service in the kitchen areas. Review and evaluate monthly reports submitted to Colorado Department of Education (CDE)
- Serve as a liaison and provide district oversight for nutrition services programs including contract administration. Communicate with administrators, principals, District personnel, students, parents, or community groups and contractors to coordinate activities and programs; represent the District to other agencies, school districts and professional organization
- Review and monitor purchasing and distribution of all food, supplies and commodities related to food service operations and maintain inventories
- Coordinate the operational activities of the Nutrition Service operation with school administrators as well as the Maintenance, Custodial, Accounting, and Information Technology Services. Incorporate Nutrition Services as an integral part of the educational program
- Implement and assure compliance with federal and state guidelines for USDA meal programs, including establishing and monitoring records and record keeping procedures centrally and at individual school centers
- Monitor nutrition service operations at each school from both a fiscal and a program perspective and, in conjunction with the school principal, evaluate the quality of the program implementation
- Assist in maintaining a positive public relations program, promoting a good public image of the program and maintaining good relations with the community
- Prepare the Nutrition Services budget, evaluate school profit and loss statements and implement necessary measures to ensure profitability
- Communicate and consult with principals and managers regarding school food service requirements
- Meet regularly with staff members, contractors, and other stakeholders to maintain constructive flow of information
- Develop and present periodic reports/analysis for the food service programs
- Develop and make recommendations regarding policies, procedures, and needs of the Nutrition Services Department
- Interpret the nutrition service program goals and activities to the public
- Assist school staffs, parents, and students in promoting good nutrition and sanitation in the nutrition services program
- Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state, and national food service and business operations continuing education opportunities to meet USDA minimum requirements of 12 hours/year
- Coordinate with Facilities Department on school kitchen repair and remodel needs
- Assist nutrition contractor in evaluating new food products, supplies, equipment and

services for implementation in food program, kitchens, computerized ordering, inventory, labor, etc. Evaluate grant possibilities and apply when appropriate

- Develop, market, and implement changes and improvements which promote participation in the nutrition services program
- Prepare or assist in the preparation of required district, state, or federal reports
- Review and monitor the execution and completion of annual Federal Economic Data Surveys and/or Free and Reduces Meal Applications in conjunction with the current Community Eligibility Provision (CEP) cycle
- Coordinate with district administration to update and support the USDA required Health and Wellness Policy as it relates to the National School Lunch Program and other child nutrition programs as needed.
- Provide updates to the Board of Education regarding the status of the Nutrition Services program and communicate with newspapers, public relations and other media to publicize value of school breakfast, lunch, summer school and after school snack programs

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Facilities

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		

Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.