*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Director of Food & Nutrition



**Reports to:** Director of Business and Finance

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Directs the district’s food service program in conformance with local, state and federal regulations and requirements including public health and safety.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Oversee and coordinate the daily operation of the District’s food service program
* Implement local, state and federal nutritional guidelines
* Monitor food production and service to assure that planned menus are followed and comply with regulatory requirements
* Promote a safe, efficient and effective work and learning environment
* Administer the board-approved budget for assigned areas of responsibility
* Approve purchase of supplies and equipment; ensure that program resources are fiscally appropriated
* Manage cost-control programs; prepare bid specification; obtain quotes; prepare comparative data costs and recommend changes as appropriate
* Pursue funding opportunities; help identify and prepare grant/foundation applications; implement fund proposals and compliance with report requirements
* Address the needs of students with health conditions that necessitate dietary modifications
* Assist with special district events
* Report discipline concerns including suspected bulling and abuse, vandalism, graffiti, equipment malfunctions, and other concerns
* Work with staff to reduce and eliminate work risk factors
* Pursue growth opportunities that enhance professional performance and advance district goals
* Responsible for food and supply security including revenue
* Audit, approve and maintain employee time records
* Monitor and maintains continual and month end inventory records
* Ensure accurate sanitary conditions and conform to local guidelines
* Provide on the job training to staff in areas of food production, sanitation, safety etc.
* Supervise, hire and evaluate food service employees
* Develop specifications and solicit competitive prices and requisitions for all food, equipment and supplies for the department
* Plan menus that conform to Federal regulations that are nutritious and appealing
* Develop and recommend changes in food service program policies and procedures to the Director of Business & Finance including application processing, meal ticket handling procedures under free and reduced price meal program and the charging policy in the district.
* Promote good public relations by personal appearance, attitude and conversation
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests with tact and diplomacy in a timely manner
* Interact in positive manner with staff, students and parents
* Perform other duties as assigned by the Director of Business & Finance

**Qualifications/Certificates:**

* Bachelor’s degree School Nutrition, Management, or other related discipline
* 5 years’ successful food service experience
* Must be bondable
* Such alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate.

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner Typical equipment found in commercial kitchen

R**equired Testing Continuing Educ. /Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date