

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Nutrition Services Field Manager**

Reports to: Nutrition Services Director

### **POSITION SUMMARY**

Manages and administers the District's Nutrition Services programs and ensures compliance with State and District food service regulations and policies.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Q 20% Collaborates with District stakeholders on the planning and implementation of all current and developing food service programs, ensuring compliance with District policies and local, state and federal food service laws. Presents Nutrition Service program updates/service changes recommendations to the Board of Education for approval.
- D 20% Establishes, administers, and monitors the Nutrition Services Department policies and procedures (aligned with District, local, state, and federal food service mandates), ensuring effectiveness of supporting programs and compliance by Department staff.
- D 10% Provides technical expertise to internal and external stakeholders through regular monitoring of food service standards, including innovative strategies for improvement, and technological advancements.
- W 30% Performs human resources activities, including interviewing/hiring, mentoring, grievance processing, determining training needs; conducting performance evaluations, and terminations.
- Q 10% Prepares Department's annual budget; review and analyze current year budget expenditures, ensuring fiscal compliance and/or recommendations for modifications.
- A 5% Establish Departmental performance benchmarks against national, state, and comparable school districts, and analyze results for potential modifications.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Two years college coursework, or equivalent advanced training, in business, or food service.

### **MINIMUM EXPERIENCE**

Three years K-12 Nutrition Services experience.

## **SKILL REQUIREMENTS**

Computer applications: Microsoft Office; Comalex POS software  
Knowledge of State and Federal regulations on food preparation and delivery in a school district.  
Knowledge of large scale food service operations, including cost controls  
Knowledge of food service industry standards, such as product distribution, sanitation and training methods.

## **GENERAL EXPECTATIONS**

Is flexible.  
Has the ability to work cooperatively with supervisors and co-workers.  
Has the ability to understand and follow complex oral and written instructions.  
Has the ability to perform responsibilities without the necessity of close supervision.  
Has the ability to effectively communicate with the school district community.  
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.  
Maintains a generally positive attitude.  
Observes all District policies and procedures.

## **LICENSES OR CERTIFICATION**

American School Food Service Association Certification within 6 months of hire.

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable, with some moderate noise levels associated with kitchen machinery.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate lifting of five (5) to forty (40) pounds.  
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

## **SUPERVISORY DUTIES – up to 25 classified staff**

## **WAGE SCHEDULE – Prof/Tech Range 2**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.