

Savannah-Chatham County Public School System

Senior Director, School Nutrition Program (4226)

JOB POSTING

Job Details

Posting ID

4226

Title

Senior Director, School Nutrition Program

Description

PRIMARY FUNCTION:

This position is responsible for providing leadership for a child nutrition program for all children that is nutritionally adequate, educationally sound, and financially efficient.

REPORTS TO: Deputy Superintendent/Chief Operations Officer

SALARY SCHEDULE: Teacher

WORK DAYS: 250

REQUIREMENTS:

1. Education Level:

- Master's degree from an accredited college or university with emphasis in the areas of food, nutrition, institutional management, food science, or food production, consumer science and/or education.

2. Experience, Skill, and Certification:

- Eligible for Georgia Service certificate in School Nutrition Director.
- At least 5 years' experience in nutrition and menu planning, institutional food preparation, procurement, financial management, selection of equipment, in a public-school district.
- At least 3 years of progressively responsible leadership experience in the program noted above.
- Georgia service certification in school nutrition
- SERV Safe Certification through the National Restaurant Association
- Excellent oral and written communications skills, including presentation and public speaking skills.
- Possession of a valid state driver's license, and a satisfactory driving record.

Preferred: Registered Dietitian (R.D.)

DUTIES AND RESPONSIBILITIES:

1. Develops, implements and interprets the aims and objectives of the School Nutrition Program for the administrative staff, school nutrition program personnel, teachers, students, parents, and community.
2. Manages the program in accordance with the "Healthy Free Hunger Kids Free Act."
3. Provides for in-service training for all School Nutrition Program employees.
4. Assesses and establishes standards of sanitation and safety in all phases of the School Nutrition Program using the Hazard Analysis Critical Control Point (HACCP) plan for sanitation.
5. Supervises the planning of system wide menus based on nutritional adequacy, pupil acceptance, and cost.
6. Monitors the implementation and execution of all corrective actions noted in administrative reviews as required under the free and reduced-price meal policy.
7. Develops specifications and standards for the purchase of all large and small kitchen equipment.
8. Monitors preparation and award of all bids for products and services.
9. Assists in administering accurate accounting procedures and records for proper control and management of money, labor, equipment, and supplies.
10. Assists with the development of the annual budget for Board approval.
11. Monitors and supervises the maintenance of training records of all School Nutrition Program employees.

12. Reviews and approves kitchen blueprints, equipment schedules and specifications for renovations and construction.
13. Serves as a school and community nutrition education resource.
14. Determines pricing of meals, supplemental sales and catered functions.
15. Conducts monthly and "as needed" managers' meetings to ensure consistency of operations across the district.
16. Administers the Summer Feeding Program.
17. Establishes collaborative working relationships with other departments in the District. Manages the development and maintenance of an effective communication and public relations program for customers and stakeholders.
18. Works with principals, architects, and the State Department of Education to identify space and equipment needs for the school nutrition program.
19. Performs other duties as necessary for the effectiveness of the organization.

Financial

20. Prepares yearly budget and evaluates expenditures/revenues reports to determine financial status and financial needs of the program.
21. Prepares monthly financial reports and evaluates expenditures/revenues to determine the financial status and financial impacts of the program.
22. Manages funds and maintains records in accordance with regulations of Savannah-Chatham County Board of Public Education Board and Georgia Department of Education.
23. Monitors and assists in preparing all reports required for audit and submission for federal and state funding.
24. Coordinates meal accountability procedures, including monitoring, to ensure that each school's free and reduced records are maintained orderly and accurately.
25. Prepare, monitor, and oversee contracts for bid items as set forth in bid documents and terminates contracts if necessary.

Management

26. Projects usage for USDA-donated foods submits the request to the Georgia Department of Education and supervises the use of USDA-donated foods in the schools.
27. Monitors program management at the school and system levels to ensure that all regulatory functions are met and to improve the delivery of services to students and staff.
28. Makes recommendations for program improvement through yearly administrative reviews and completion of school visitation forms as needed.
29. Continually gathers data from students, staff, and parents to be used to improve the food service program.
30. Evaluates/recommends computer software/hardware as needed to carry out the basic functions of school nutrition services, to improve record keeping and improve efficiency.
31. Coordinates food service for special events and maintains appropriate record-keeping as required by audit procedures.

Leadership

32. Supervises the school nutrition staff.
33. Recruits select and places school nutrition personnel.
34. Observes operations on a regular basis to make recommendations for meeting minimum standards.
35. Evaluates school nutrition staff yearly on the appropriate form or as needed and develop employee improvement plans as needed.
36. Recommends termination for any employee after due process is followed and minimum work habits not met.
37. Conducts monthly manager meetings to keep the program on track and provide needed info/training to staff.
38. Develops and implements staffing formula to meet minimum productivity standards of the Georgia Department of Education.
39. Assists in recommended needed updates/changes to school nutrition salary scales.
40. Serves on district-wide committees as requested/needed (staff development, facility, retirement, etc.).
41. Participates in the monthly board of education meetings regarding school nutrition services progress as needed.
42. Tracks employees (minimum of 12 hours/school year) based on assessed needs as in school nutrition services yearly staff development plan and provides training courses (30-

hour training in depth) as requested by the Georgia Department of Education for specific school nutrition positions.

Professional Development

43. Represents the school system on appropriate state committees.
44. Attends GDOE school nutrition directors' meetings.
45. Attending conferences sponsored by GDOE and GSFSa to stay current on priority issues affecting the school nutrition program.
46. Reads professional journals to stay abreast of current issues.
47. Participates in appropriate job-related professional organizations.
48. Represents the school system on appropriate state committees.

TERMS OF EMPLOYMENT

Incumbents will receive an annual contract. The work calendar will be 250 days. Salary will be determined based on level of certification and allowable experience. Revised 05-2023
Exempt

NON-ESSENTIAL RESPONSIBILITIES

A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.

Certain limited aspects of General Duties and Responsibilities items referenced in Section 1 (b) and (d) might be considered “non-essential” in a specific situation. Any request for accommodation must be reviewed on an “individual case” basis.

PHYSICAL AND SENSORY DEMANDS

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. The category applicable for this position is listed below.

[X] OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS

- ☒ Heavy lifting of up to 35 pounds
- ☒ Frequent climbing up to 5 feet, and/or working on building roofs.
- ☐ Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- ☒ Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- ☒ Sitting or standing for extended periods with no control over rest periods.
- ☒ Other: Incumbent must have valid driver’s license and reliable personal transportation due to frequent travel to schools and other district worksites.

Shift Type	Full-Time	Salary Range	\$73,922.00 to \$121,063.00
Salary Code	Per Year	Job Category	Certified-District
External Job Application	Certified Application	Internal Job Application	Certified Application
Location	SCHOOL FOOD AND NUTRITION PROG	Posting Status	Active
Minimum Qualifications Screening	Master's Degree		

Job Application Timeframes

Internal Start Date **05/18/2023**
Internal End Date **06/01/2023**

General Start Date **05/18/2023**
General End Date **06/01/2023**

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	3504	Senior Director School Nutrition Services

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Telephone Reference Check
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