**Sample Job Description - School Nutrition Director**

**Essential Functional Areas of Responsibilities**

**Facilities and Equipment Management**

* Designing and planning facilities that support the operational goals of the school nutrition program.
* Develops guidelines for selecting and maintaining equipment to accomplish the operational goals of the school nutrition program.

**Financial Management**

* Develops financial management guidelines that support school nutrition program operational goals and comply with regulations.
* Establishes cost control goals to effectively manage the school nutrition program.

**Food Production and Operation Management**

* Develops a management system to ensure high standards for quality food production.
* Establishes operational systems for managing food production and service.

**Food Security, Sanitation, and Safety**

* Establishes policies and procedures to ensure food is prepared and served in a sanitary and safe environment.
* Develops a systematic approach to address emergency and disaster situations.

**Human Resource Management**

* Develops and implements a process for recruiting, hiring, retaining, and promoting qualified school nutrition staff in compliance with school district’s written procedures and labor laws.
* Designs a comprehensive needs-based training infrastructure that enhances learning and improves job skills.
* Communicates effectively with mangers and administration

**Marketing and Communication**

* Develops a systematic approach for marketing the school nutrition program.
* Develops a customer services infrastructure to promote the school nutrition program.
* Establishes a communication infrastructure with stakeholders to promote the school nutrition program.

**Nutrition and Menu Management**

* Develops guidelines for planning menus that comply with nutrition objectives and support operational goals of the school nutrition program.
* Provides leadership to support the nutrition and wellness initiatives within the school district.

**Procurement and Inventory Management**

* Develops procurement guidelines that comply with established regulations and support operational goals of the school nutrition program.
* Develops bid process

**Program Management and Accountability**

* Establishes a system to ensure nutritional, financial, and regulatory accountability of the school nutrition program.

**Technology and Information Systems**

* Establishes a comprehensive technology infrastructure to achieve the operational goals of the school nutrition program.

**Other**

Establish good ethics standards

* Establishes good ethics standards