

**Job Description**

Job Title: **Nutrition & Before/After School Director**  
 Job Family: **Non-Certified Administrative**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **January 2017**

Job Code: **5028**  
 FLSA Status: **Exempt - E**  
 Pay Range: **L 13**  
 Work Year: **12 months**

**SUMMARY:** Direct, oversee, and is responsible for the operation of the Nutrition Services and the Before & After, School Enrichment (BASE) Programs. Lead, coach, and enhance self-directed workforce that plans, directs and delivers services for staff, community, and students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for and directs: <ul style="list-style-type: none"> <li>• Lead, oversee, responsible and accountable for the operation of the Nutrition and BASE departments.</li> <li>• Provides vision/mission for the Enterprise departments.</li> <li>• Effective identification, assignments, direction, evaluation, development, re-mediation and termination of up to 450 staff.</li> <li>• Direct and accountable for two special reserve budgets.</li> <li>• Develop, implement and monitor business and marketing plans.</li> <li>• Develop internal and external processes continually to provide the best services in support of the educational process.</li> <li>• Adherence to the district decision making process, school board policies and the Ends statements.</li> <li>• Collaborate and communicate with essential stakeholders to successfully provide services to our customers.</li> </ul>	D	25%
2. Facilitate and implement: <ul style="list-style-type: none"> <li>• Enhancement of the educational environment by providing extended learning opportunities in BASE, nutritious meals in Nutrition, effective office support and printing services in Administrative Services.</li> <li>• Identification, testing, evaluation and implementation of new technology.</li> <li>• Training programs to develop staff.</li> <li>• Development of technical specification and requisitions for purchase of capital equipment, small equipment, food and expendable items for a Purchasing Cooperative and for departments.</li> <li>• Design and implementation of decisions, policies, procedures and systems that comply with federal, state, local and board laws or directives for each department and for the Purchasing Cooperative.</li> <li>• Effective external and internal communication and customer service for department.</li> </ul>	D	25%
3. Manage: <ul style="list-style-type: none"> <li>• Supervise, evaluate, and guide staff overseeing multiple sites (BASE and Nutrition Services).</li> <li>• Resources to effectively deliver the customer oriented, cost effective services to schools.</li> </ul>	D	15%
4. Develop superintendent policy, standards, and procedures: <ul style="list-style-type: none"> <li>• Develop and implement district wellness policy.</li> <li>• Reports to Colorado Department of Education on wellness policy requirements.</li> <li>• Develops plan guidelines and recommendations to direct wellness monitors at district sites.</li> <li>• Coaches and assists with action plans for on-site wellness.</li> <li>• Develop and implement emergency readiness food service plan.</li> <li>• Develop and implement nutrition biosecurity management plan.</li> </ul>	D	10%
5. Coordinate: <ul style="list-style-type: none"> <li>• Variety of committees, meetings, and teams.</li> <li>• Development of Nutrition Services facility templates, kitchen designs, and equipment schedules for new and renovated schools.</li> </ul>	D	10%

<ul style="list-style-type: none"> <li>Effective allocation and use of department physical and material resources.</li> <li>Capital reserve projects and budget.</li> <li>Research, develop, and plan various projects.</li> </ul>		
6. Counsel and Coach: <ul style="list-style-type: none"> <li>Development, implementation and evaluation of strategic and continuous improvement plans.</li> <li>Employees in a manner conducive to increase and improve performance and accountability.</li> </ul>	D	10%
7. Perform other duties as assigned	Ongoing	5%
	<b>TOTAL</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree with major in nutrition, business, dietetics, childcare or related field preferred.
- Master’s degree preferred.
- Minimum of five (5) years of experience in school food service management/business management or daycare management.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Registered dietician preferred.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to frequently travel among district facility locations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specification writing, procurement, report writing information analysis, strategic planning, marketing, nutrient analysis.
- Able to provide reports to chief operation officer.
- Ability to organize, assign, direct and inspect work of subordinates and exercise good judgement in evaluating situations and making decisions.
- Ability to understand and implement federal, state, local requirements and National School Lunch Program requirements in addition to daycare rules and regulation.
- Possess ability to speak before large and small groups and organizations.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Operating Officer	3075

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Nutrition and BASE Supervisor	5	040629
	Dietetic interns	2 - 4	n/a
	Nutrition Operations Manager	1	3035
	BASE Operations Manager	1	3002
	Nutrition & BASE Resource Manager	1	3021

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsibility for developing, administering, monitoring, analyzing, and coordinating 2 department special reserve budgets.
- Responsible for adjusting staffing and resources at central office and the sites to keep the departments within budget.
- Initiate requisitions.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	