



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Director of Nutrition Services

Reports to: Superintendent

Purposes and Objectives of the Position:

The Director of Nutrition Services develops, implements, and directs a system-wide food service program focused on meeting health and nutritional needs of students and the community. This position provides overall leadership and strategic planning for the department, including establishing department purpose and vision, budget development and administration, school-based operations, and program planning.

Qualifications:

- Bachelor's Degree with preferred major in food service management, dietetics, family / consumer sciences, nutrition education, culinary arts, business or a related field OR Bachelor's Degree in any major and at least two years of experience in management of school nutrition programs OR Associate's degree with academic major or concentration in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field AND at least 2 years of relevant school nutrition programs experience
- Experience in Child Nutrition Program or institutional food preparation and kitchen management
- Personnel management skills, verbal, and written communication skills
- Record keeping, math, computer, and accounting skills
- Working knowledge of safe food handling procedures and completion of KSDE's and the Kansas Department of Health and Environment's (KDHE's) food safety training requirements

Duties and Requirements:

- Direct and administer school food and nutrition program to provide nutritious meals and safeguard the health of students, staff, and visitors.
- Communicate effectively with school staff, students, and the community.
- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local laws and policies.
- Develop criteria for staffing, training, and evaluating that recognize education, experience and responsibility.
- Recommend employment of food service personnel.
- Evaluate job performance based on standards that clearly define responsibilities of staff positions and provide a performance enhancement program for employees.
- Develop cost-effective menus consistent with principles of good nutrition that meet all local, state, and federal guidelines and regulations for reimbursement.

- Implement a cost-effective procurement system that complies with federal, state and local laws and regulations.
- Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, sponsor's needs and nutrition objectives.
- Establish standards for receiving, storage, and inventory based on sound principles of management.
- Assist with designing and planning for an appropriate and efficient facility that ensures high quality customer service, wholesome food production and simplified workflow.
- Determine equipment needs and specifications consistent with budget and other constraints.
- Establish procedures to effectively ensure high levels of sanitation are maintained in the storage, preparation, and service of food.
- Complete at least twelve hours continuing education each year. This required continuing education/training is in addition to the food safety training required of the Food Service Director in the first year of employment.
- Develop procedures to ensure the food production system provides nutritious food of maximum quality.
- Ensure operational procedures for food production and distribution adhere to federal, state and local guidelines and regulations.
- Develop guidelines for providing services in response to disaster or emergency feeding.
- Prepare monthly Director of Nutritional Services Report for BOE to be shared via Board Docs during each regular board meeting.
- Meet with the superintendent yearly for an annual evaluation.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.