



SENIOR DIRECTOR - NUTRITION SERVICES

BASIC FUNCTION

Under administrative direction, plan, organize, control and direct the operations of the District's Nutrition Services division within the Operations Department; assume responsibility and accountability for the implementation of complex plans, schedules, and budgets for large scale, district wide nutrition services programs, as well as supporting operational systems; ensure that all current and future district meal plans and food service operations are conducted in compliance with federal and State regulations; follow federal, State and district operational and financial policies and procedures.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Direct and execute the operations and activities of the District's Nutrition Services Division including the review of school site cafeterias, nutritional education programs, and meal programs, maintenance of preparation and serving equipment, menu development, sanitation, storage, transport and delivery of food products, and information technology, purchasing and accounting functions. "E"
- Lead planning, development and implementation of, and ensure the adherence to, procedures designed to maintain an effective and efficient school district nutrition program that meets or exceeds compliance with federal, State, local and District standards, guidelines, regulations and laws related to public school nutrition programs; establish and enforce operational procedures related to food storage, transportation and distribution, sanitation, food safety and quality, employee safety, and the maintenance of supplies, furniture, and cafeteria equipment. "E"
- Create and oversee the development of short and long range district wide Nutrition services planning to enhance meal offerings, provide innovative programs, services, and healthy food choices; lead visits to food service sites to observe and evaluate operations and analyze existing practices for improvement of service. "E"
- Direct and compile complex, technical, program analyses, and present information accurately to reflect the operational trends and costs of the Nutrition Services Division to allow District leaders to make informed decisions; track free/reduced meal plans and other federally funded programs for usage and eligibility, and determine and recommend pricing for consideration by the Board of Education; ensure detailed records of division's activities, progress and results; "E"
- Communicate with district administrators, personnel and outside organizations to coordinate activities and programs, and to resolve issues and exchange information; lead the planning and implementation of operational changes with Nutrition Service managers, principals, site supervisors, or other District personnel. "E"
- Direct and oversee the development of food and equipment specifications, and procurement requirements, and the selection of food items, products, supplies, and equipment; coordinate procurement, warehousing, and applicable inventories; approve decisions and authorize requisitions regarding product and vendor selection to establish and maintain sources of supply through competitive bids. "E"
- Develop, propose, review and approve Nutrition Services activities, project scopes, budgets, schedules and projected outcomes and recommend efficiencies to keep costs within established financial guidelines; locate and allocate resources to enhance the school nutrition program; oversee and participate in menu development to ensure that they are nutritious, cost effective and meet regulatory guidelines. "E"
- Oversee and exercise proactive management over the Nutrition Services Division activities, including, collaboration and communication with appropriate internal and external partners and professional and technical experts; consult with community stakeholders to explore multiple perspectives, differing viewpoints and provide resolutions; establish contacts in the community that may result in obtaining assistance and commitments for the program through business partnerships. "E"

- Write Requests for Proposals, determine specifications and execute and award bids for all food, supply, equipment and other purchases by the Nutrition Services division and ensure purchasing activities comply with District contracting policies and procedures for food procurement, distribution, and management; oversee certification of consultants, payment requests, change order requests, and compliance with district policies. *“E”*
- Facilitate the Nutrition Services Department management team’s development; implement staff training in areas such as, evaluation and reporting, procedures to improve efficiency and reduce costs, teamwork and team management, and district maintenance and management systems. *“E”*
- Prepare a variety of presentations reports, memoranda, letters and other documents regarding Nutrition Services operations and provide technical expertise to district management, the Chief Operations Officer, Board of Education, district employees, parent groups and other stakeholders regarding district Nutrition Services operations status and activities; attend School Board meetings and make presentations to the Board regarding issues and concerns; serve on District committees, respond to media, and represent the District in meetings, hearings, workshops, conferences and professional activities as assigned. *“E”*
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. *“E”*
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *“E”*
- Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. *“E”*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Senior Director of Nutrition Services provides leadership, direction, consultation and technical expertise to the Nutrition Services division. Employees in this classification exercise administrative leadership and management over staff and services involved the development, planning, implementation, administration and monitoring of a comprehensive nutrition program in the areas of school site cafeterias, nutritional education programs, free and reduced price meal program, menu preparation, sanitation, storage, transport and delivery of food products and purchasing and accounting functions. Employees focus on and proactively develop and deploy systems and structures related to the District’s strategic nutrition services goals.

EMPLOYMENT STANDARDS

Knowledge of:

Techniques, equipment and materials used in K-12 public schools, Nutrition Service programming.

Terms, procedures and equipment used in the administration and monitoring of a comprehensive nutrition program.

Project management principles, processes, systems and techniques.

Plan, organize, assign, coordinate, review and evaluate the work of others.

Prepare, administer and monitor budgets and anticipate future budgetary needs; public agency budgeting, contracts and bidding requirements.

Techniques and principles of high-quality customer service.

Project management, word processing and financial tracking systems software.

Principles and practices of effective leadership, management and supervision.

Effective written and verbal communications techniques.

Procedures and equipment used in large-scale preparation, cooking, and serving food.

District organization, operations, policies and objectives.

Elements of effective management and supervision.

A thorough knowledge of the various local, state and federal standards, guidelines, regulations and laws related to public schools’ child nutrition programs and food handling.

Terms, procedures and equipment used in a large school district nutrition service programs.

Technologies and computer applications related to school nutrition.

Principles of nutrition, food values, proper food combinations, and possible economical substitutions.

Food science, food systems and meal management, and food-borne illnesses and their prevention.
Sanitation and safety practices related to cooking and serving food.

Ability to:

Plan, organize, assign, coordinate, review and evaluate all aspects of a large school district nutrition services program.
Manage short and long range plans and implement cost-effective maintenance programs.
Communicate effectively both orally and in writing; communicate with and monitor multiple school sites and district locations in person during the course of the workday.
Exercise sound, independent judgment and initiative within established guidelines.
Establish and maintain effective working relationships with a diverse workforce and community.
Compile and analyze data and report in user-friendly formats; prepare and present data in written and oral reports.
Provide internal consultation services to district departments.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Oversee preparation and monitoring of division budgets.
Demonstrate knowledge and proficiency working with a variety of technologies and software.
Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
Prepare accurate and detailed written material, including staff and administrative reports.
Manage budgets and audits and anticipate future budgetary needs.
Review and negotiate agreements and contracts.
Interpret and apply applicable local, state and Federal, standards, guidelines, regulations and laws related to Pre-K – 12 public education nutrition programs.
Monitor school compliance with Federal, State, local and district standards, guidelines, regulations, laws and policies related to school nutrition programs.
Write specifications for foods, supplies and equipment, and examine bids and determine the most advantageous in terms of quality and cost.

Education and Training:

A Bachelor's degree in Food and Nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, school business operations, business administration, public administration or a related field is required.

A Master's degree in one of the identified fields and certification as a Registered Dietitian are highly desirable.

Experience:

Seven (7) years of planning and leadership experience in a large-scale institutional or private sector food/meal preparation/production, distribution and service program including experience with government subsidized meal programs with at least four (4) years in a supervisory or management role is required. Experience working in educational facilities, municipality or other public agency in a richly diverse community is preferred.

A Master's degree in any of the identified or related fields will substitute for two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Positions in this classification may require variable work hours including evenings and weekends.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Primary workplace is in an open office environment with public contact and frequent interruptions; requires regular visits to school site kitchens, and district warehouse; driving a vehicle to conduct work; occasional evening, weekend, and variable hours.

Hazards: Regular work with food service equipment, including machinery with multiple moving parts, heating elements, walk-in cold storage, steam tables and cutting tools. Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district buildings; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents and inspect building sites; see to read a variety of materials as well as work in a school kitchen unassisted; push or pull up to 400 pounds using mobile food service equipment.

FLSA: Exempt
Bargaining Unit: N/A
Salary Schedule: Senior Leadership
Salary Grade: SL100

Approval Date: August 18, 2017

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P