

Walla Walla Public Schools

Nutrition Services Director (Job No 2023-168)

JOB POSTING

Job Details

Posting ID

Title

Description

Job No 2023-168

Nutrition Services Director

PURPOSE STATEMENT

This position's responsibilities are to plan, coordinate and direct the district-wide nutrition services operation and perform related duties as required. Provide for the efficient service of nutritious food through the school breakfast and lunch programs to all students who wish to participate.

ESSENTIAL FUNCTIONS

1. Administer and supervise the district's nutrition service program.
2. Follows purchasing guidelines to ensure food and supplies reflect customer preferences, district needs, nutrition objectives and financial integrity.
3. Hire, train, oversee, and evaluate site nutrition services personnel to ensure safe, nutritious food production and an efficient nutrition services program.
4. Keep apprised of current nutrition service products, equipment, and work techniques.
5. Ensure compliance of the nutrition program by managing the nutritional requirements of all meals to include developing and maintaining standardized recipes, establishing food quality and controls, writing meal and snack menus for building/grade level that meet or exceed USDA requirements, including those required for specialized diet and/or food related allergies.
6. Coordinate bidding process including co-op purchases, interlocal agreements and USDA commodities.
7. Plan and administer effective procedures of purchase, storage and distribution of food, supplies, and equipment.
8. Manages the Nutrition Services budget using appropriate financial management techniques.
9. Maintain adequate and accurate records and submit necessary reports to ensure program compliance.
10. Inspect preparation and serving facilities to assure that standards of nutrition, cleanliness, health, and safety are maintained.
11. Coordinate with OSPI and assure that applicable federal and state nutrition service regulations are being met and proper accounting and claim information is supplied to OSPI in a timely fashion.
12. Work with schools, parents, and the community as a representative of the district for nutrition services.
13. Project future needs for the nutrition services program and provide consultation for planning new or remodeled kitchen facilities.
14. Administers USDA Foods by completing yearly surveys, completing monthly orders, and maintaining financial balances and reimbursements.
15. Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
16. Maintains positive relationships with vendors.
17. Schedules and plans the yearly department in-service training and other meetings as needed, including guiding and coaching nutrition services personnel.
18. Responsible to develop quality menus and production plans to ensure compliance with Federal, State and local regulations.

19. Ensure through required monitoring and reviews that the menus, production records, HACCP, temperature thermometer logs, cash handling are completed and accurate.

OTHER FUNCTIONS

1. May serve on various district committees and/or departmental work teams.
2. Perform related duties consistent with the scope and intent of this position.

REPORTING RELATIONSHIPS

- Reports to the Director of Facilities and Operations.

MENTAL DEMANDS

- Required to adapt to shifting priorities and to frequently re-channel work effort and experiences frequent interruptions.
- Must frequently work with distraught or difficult parents, staff, or community members.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas (food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field); OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas (see majors listed above); OR Associate's degree or equivalent and at least 2 years of relevant school nutrition programs experience.
- Ability to communicate effectively with staff, students and the public.
- Demonstrated management, leadership, and motivational skills.
- Demonstrated experience in overseeing and managing budgets.

Knowledge, Skills and Abilities

- Bilingual English/Spanish preferred.
- Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.
- Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the district.
- Knowledge of budgeting and financial management.
- Skill in effective oral and written communication; effective customer service and leadership skills.
- Ability to plan, organize, prioritize and complete tasks; exceptional organizational skills.
- Confidence with meeting the public, flexibility to handle numerous interruptions.
- Ability to deal with distraught or difficult individuals.
- Ability to establish and maintain effective and cooperative working relationships with students, staff and the public.
- Demonstrated proficiency with computer programs and creating spreadsheets (Word, Excel, etc.).

Licenses/Special Requirements

- Washington Food Handlers Card
- Requires fingerprinting and background check.

- Must complete Walla Walla Public Schools Risk Management and Bloodborne Pathogens Training upon hire.

TERMS OF EMPLOYMENT

Competitive salary, depending on experience and qualifications; Retirement, SEBB Benefits, 13 Holidays, Paid Sick Leave
260 Day Contract, Preferred start date of June 1, 2024

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

APPLICATION PROCESS

Posting open until filled - 1st Review March 21, 2024

Submit online application to include:

- Letter of application detailing interest in the position and the skills and experiences that render the applicant qualified for the position.
 - Resume
 - 3 letters of recommendation
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The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Title IX Coordinator

Dr. Mindy Meyer, Director of HR Initiatives
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
mmeyer@wwps.org

Section 504/ADA Coordinator

Michelle Carpenter, Director of Strategic
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
mcarpenter@wwps.org

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$98,925.00 to \$114,668.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Classified Administrator	<i>Internal Job Application</i>	Classified Administrator
<i>Location</i>	Nutrition Services	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	03/07/2024
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	6844	Nutrition Services Director

Alternate Job Contact

<i>Name</i>	Judy Hui	<i>Title</i>	Administrative Assistant for Human Resources
<i>Location</i>	District Office	<i>Phone</i>	509-526-6712
<i>Email</i>	jhui@wwps.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrative Survey
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