

Job Title: Nutrition Program Director
Department: Food Services
Reports To: Business Administrator
FLSA Status: Exempt
Salary Schedule: AA lane 03



SUMMARY

The Nutrition Program Director is responsible for providing oversight, leadership, and direction over all aspects of the WCSD food services and child nutrition program. The job functions include administering, coordinating, implementing, and evaluating the program in order to meet the nutritional and educational needs of the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Develops and implements WCSD policies, procedures, and guidelines as they relate to the Food Services Department.

Supports the District's efforts to inform the public and employees by responding to concerns of the community and disseminating communications to personnel as required.

Provides leadership and direction in the development and implementation of inservice and staff professional development programs as required.

Monitors and manages allocated budgets for the Food Services Department.

Ensures the development, implementation, accountability, management, and evaluation of short and long-range planning procedures relating to the Food Service Department.

Monitors state and federal projects and programs to assure that they comply with state and federal regulations and to coordinate with WCSD personnel and the Utah State Board of Education on matters pertaining to the Food Service Department.

Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, District needs, policies, and nutrition objectives.

Provides for proper management of food commodities and equipment inventories. Establishes standards for receiving, storing, and inventorying food and non-food supplies.

Provides leadership and direction in the operation of food services to assure adequate maintenance of physical facilities and distribution of food services commodities throughout WCSD.

Provides for the health and safety of students and employees through adequate food services and facilities.

Supports the District Human Resources Department in the employment and dismissal of personnel, in the interpretation of policies, and in the designation of salary and other benefits for the personnel in the Food Services Department.

Keeps abreast of current developments in food services through participating in local, state, and federal training programs and organizations.

Keeps current professionally by using current information, publications, and training on food service best practices.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the assigned Food Service Department staff, Food Service Managers & Co-Managers, and Substitute Food Service Workers.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have current knowledge of child nutrition and its application in school lunch programs.

Must have an understanding of inventory management and economic order quantities.

Must have knowledge of the use of USDA approved Child Nutrition Program software.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree with one of the following:

- 1) an academic major in specific areas of concentration such as food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR
- 2) a state recognized certificate for school nutrition directors; OR
- 3) a minimum of five years' experience in management of school nutrition programs.

A minimum of eight hours of food safety training is required to be completed within 30 days of start date and no more than five years old if completed prior to start date.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain and maintain a valid Utah ServSafe Food Handler Certificate within 6 months of being hired.

Must certify with the School Nutrition Association with Level 2 or 3 within 2 years of being hired.

Must complete a minimum of 12 hours of annual continuing education & training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator			Date: 07/07/2005
Approved By: Executive Director, Human Resources			Date: 07/15/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 04/14/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/21/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 02/25/2025
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 07/01/2025

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	