



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Food and Nutrition Services
Payroll/Personnel Type:	12 Month
Job #:	8481
Reports to:	Chief Operations/Assigned Designee
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$140,000

Position Summary:

The Director of Food and Nutrition Services oversees and manages the food service operations within our urban K-12 school district. This role involves collaborating with the food service management company to ensure the delivery of high-quality, nutritious meals that meet the dietary needs and preferences of our diverse student population. The Director will lead a team of food service professionals, manage budgets, and develop strategic initiatives to enhance the overall effectiveness of the food and nutrition program.

Essential Functions:

Program Management:

- Oversee the daily operations of food and nutrition services in all district schools, ensuring compliance with federal, state, and local regulations
- Collaborate with the food service management company (FSMC) to ensure the delivery of nutritious, well-balanced meals that meet USDA guidelines and district standards
- Develop and implement policies and procedures with FSMC to enhance food service operations and improve service delivery
- Ensure the FSMC is adhering to all contractual obligations, and deadlines, and communicating efficiently regarding all school district food and nutrition services matters
- Set clear goals for the FSMC regarding meal quality, nutritional standards, student satisfaction, and financial performance
- Establish key performance indicators (KPIs) to measure success, such as student participation rates, compliance with nutritional guidelines, and cost control

Team Leadership:

- Supervise and support food service staff, including hiring, training, and performance evaluations
- Maintain open and frequent communication with the FSMC to address issues, provide feedback, and discuss program improvements
- Work together to develop menus, seasonal offerings, and special programs that align with district goals and student needs
- Foster a positive work environment that promotes teamwork, professional growth, and adherence to safety and sanitation standards



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Budget and Financial Management:

- Monitor and review the FSMC's budget, ensuring it aligns with district financial goals and constraints. Approve major expenditures and monitor cost control measures
- Regularly review invoices and financial reports provided by the FSMC, including profit and loss statements, and address any discrepancies or concerns

Nutritional Planning and Menu Development:

- Work with nutritionists/dietitians and the food service management company to develop and evaluate menus that cater to the dietary needs and preferences of students, including those with special dietary requirements
- Ensure menu offerings are culturally diverse and promote healthy eating habits.
- Ensure the FSMC can accommodate special dietary needs and restrictions, such as allergies, vegetarian options, and culturally relevant meals

Compliance and Quality Assurance:

- Ensure all food service operations comply with health and safety regulations, including proper food handling, storage, and sanitation practices
- Ensure the FSMC complies with federal, state, and local food safety and nutritional regulations, including USDA guidelines
- Conduct regular audits and inspections of food preparation areas, storage facilities, and service practices to ensure adherence to health and safety standards
- Implement systems for collecting feedback from students, parents, and staff to monitor satisfaction and identify areas for improvement

Community and Stakeholder Engagement:

- Develop and implement programs to increase student participation in school meal programs and promote healthy eating initiatives
- Build relationships with key stakeholders, including school principals, PTA/PTO members, and community organizations, to support and promote the food service program
- Be proactive in addressing any concerns or issues raised by the school community regarding food service

Strategic Planning:

- Develop and implement long-term strategies for the food and nutrition services program, including sustainability initiatives and technology integration
- Stay informed about industry trends, best practices, and regulatory changes to improve program effectiveness continuously

Knowledge, Skills, and Abilities:

- Strong leadership and team management skills, with the ability to motivate and guide staff.
- Excellent financial management and budgeting skills



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- In-depth knowledge of nutrition standards, food safety regulations, and best practices in food service operations
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders
- Ability to analyze data and make informed decisions to improve program performance
- Proficient in MS Office Suite: MS Project, Excel, MS Word, Access, MS TEAMS, and MS PowerPoint
- Ability to communicate in both verbal and written formats
- Excellent interpersonal skills are essential to this role
- Familiarity with general business practices desired

Experience:

- Strong leadership and team management skills, with the ability to motivate and guide staff.
- Excellent financial management and budgeting skills
- In-depth knowledge of nutrition standards, food safety regulations, and best practices in food service operations
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders
- Ability to analyze data and make informed decisions to improve program performance
- Proficient in MS Office Suite: MS Project, Excel, MS Word, Access, MS TEAMS, and MS PowerPoint
- Ability to communicate in both verbal and written formats
- Excellent interpersonal skills are essential to this role
- Familiarity with general business practices desired

Education:

- Bachelor's degree in Food Service Management, Nutrition, Dietetics, Hospitality Management, or a related field. Master's degree preferred
- Certified Food Service Manager (CFSM) or equivalent certification preferred
- Certification in Nutrition or Dietetics (e.g., Registered Dietitian) is a plus

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing grasping, talking, and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Light to Medium work – exerting up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Must have a valid driver's license
- Must be physically able to operate a motor vehicle



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Working Conditions and Environment:

- Work in a typical office environment. However, may be exposed to extreme outdoor environments when visiting schools and districtwide locations
- Must be able to work cross-functionally between various district locations
- Occasional evening or weekend work may be required for special events or meetings

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.