

Hobbs Municipal Schools

Job Description

Position: Nutritional Services Director

Supervisor: Director of Operations, Superintendent

General Job Description: The Nutritional Services Director supervises and coordinates the district nutritional service program to ensure proper and quality nutrition and safeguard the health of students, staff and visitors.

Qualifications:

1. Bachelor's Degree or equivalent educational
 - a. Degree in Food Service, Dietetics or Home Economics is preferred
2. Experience in large-scale food preparation and food service program is desirable
3. Possess State recognized certificate in food and nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts or business or able to obtain one
4. Desire to continue career improvement

Essential Duties and Responsibilities:

1. Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the district nutritional services program.
2. Ensure that all activities conform to district guidelines
3. Work cooperatively with colleagues, supervisors and administrators.
4. Demonstrate ethical behavior.
5. Communicate effectively with members of the school district and community.
6. Respond to change productively and handle other tasks as assigned.
7. Appropriately operate all equipment as required.
8. Maintain and model safety at all times.
9. Be responsible for school cafeterias and food service staff.
10. Interacting with the public or other workers is an essential requirement of the job.
11. Comply with all school board policies and administrative regulations.
12. Desire to continue career improvement.
13. Adhere to confidentiality laws and regulations.
14. Participate in free/reduced application procedure through National School Lunch Program and USDA guidelines and policies.
15. Support the value of education.
16. Support the philosophy and mission of the Hobbs Municipal School District.
17. Other duties as assigned by Supervisor

Additional Duties and Responsibilities:

1. Develop efficient systems of food procurement, storage, preparation, service, and distribution.
2. Provide orientation for nutritional service substitutes.
3. Ensure high standards of health and safety in all nutritional service facilities.
4. Educate students about proper nutrition, and act as a nutrition consultant for staff, parents, and community groups.
5. Interview and recommend appointment of nutritional service personnel.

6. Evaluate all nutritional service employees.
7. Monitor time records of nutritional service personnel and certify time cards for payroll.
8. Assist in the development of the nutritional service budget.
9. Order and maintain adequate supplies of equipment, food and commodities.
10. Keep an accurate daily record of meals served and money received.
11. Submit invoices, and inventory reports to Central Office.
12. Prepare specifications and conditions for competitive bids.
13. Supervise the preparation of all required government reports.
14. Assist in design and development of new and renovated facilities.
15. See that the district policies are observed at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Adhere to all district health and safety policies.
18. Ensure HACCP compliance at all sites.
19. Monitor Production Record Books/Data

Physical Requirements:

1. RUNNING
 - A. Duties performed during sprinting/running:
 1. In case of an emergency
2. FLEXIBILITY
 - A. Bending or twisting at the neck is an occasional but essential requirement of the job.
 - B. Bending or twisting of the trunk is essential requirement of the job.
 - C. Squatting, stooping, or kneeling essential requirements of the job.
 - D. Reaching above the head is an occasional but essential requirement of the job.
 - E. Reaching forward is a continuous requirement of the job.
3. ACTIVITIES
 - A. Hand and grip strength is a continuous requirement of the job.
4. USE OF ARMS AND HANDS
 - A. Manual dexterity is an essential requirement of the job
5. LIFTING 10 - 25 POUNDS
 - A. Lifting of items that weigh between 10 - 25 pounds is an essential requirement of the job.
6. LIFTING 26 - 50 POUNDS
 - A. Lifting of items that weigh between 26 - 50 pounds is occasional - (with assistance only).
7. PUSHING AND PULLING
 - A. Pushing and pulling of 25 - 50 pounds is an occasional but essential requirement of the job.
8. CARRYING TASKS
 - A. Carrying of items that weigh between 7 - 25 pounds is an essential requirement of the job.
9. BALANCE AND COORDINATION ACTIVITIES - (CONTINUOUS)
10. ADDITIONAL COMMENTS: The Department of Labor job classification for this position would be "heavy"

Safety/Health and Other Requirements:

1. Knowledgeable of universe hygiene precautions.
2. An FBI fingerprint background check will be conducted on all new hires of the Hobbs Municipal Schools at a cost to the employee. Continued employment will be contingent upon the results of the background check.
3. Requires prolonged sitting and standing.

4. Must work in noisy and crowded environments.
5. Must work in and around fumes and odors.

Equipment/Material Handled:

Must know how to properly operate or be willing to operate all equipment including current technology. Knowledge of food service equipment and machinery preferred.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required.

Terms of Employment:

Salary and work year to be established by the Board.