



EMPLOYEE NAME: _____

Revised: 7/85; 8/85; 3/86; 7/89; 8/90; 6/92; 5/93; 11/94;
5/95; 2/96; 12/97; 3/05; 5/05; 3/08; 8/08; 10/12; 2/15; 6/16; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Director, FNS	JOB CODE: 630Z
DIVISION: Operational Support	SALARY SCHEDULE: NA
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Senior Executive Director, Business Services	PAY GRADE: NZ00 (Based on CH66)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Organize and direct the Food and Nutrition Services Program to provide quality food service in a cost-effective manner; supervise staff of over 1,400 employees and manage budget in excess of 55 million dollars.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Nutrition or related field required; approved Master Degree required within 3 years of assuming position
2.	Certification/License Required: Registered, Licensed Dietitian preferred; valid Georgia Driver’s License required; ServSafe Certification required within the first year of employment; must be eligible for a GaPSC Induction Certificate in the field of School Nutrition Director (see GaPSC Rule 505-2-.04 Induction Certificate) minimum of bachelor’s degree or higher from a GaPSC accepted accredited institution – at date of hire. Must obtain a GaPSC Standard Professional Certificate in the field of School Nutrition Director at master’s degree level – level five (5) or higher from a GaPSC accepted accredited institution) based on meeting Georgia’s Standards of Conduct (GaPSC Rule 505-2-.24 Special Georgia Requirements) and completion of the required certification program) – within three (3) years from assuming position.
3.	Experience: 10 or more years of experience in the food service industry
4.	Physical Activities: Routine physical activities including visiting construction sites; exposure to extreme cold and/or heat, and driving personal vehicle that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning, organization, and leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Directs functional areas, operations, and staff within Food and Nutrition Services, FNS Warehouse, FNS Maintenance, and FNS Technology to provide meals and services to students and staff; creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
3.	Supervises staff using current and widely accepted management principles to maximize human, financial and technical resources and to adhere to Federal, State, County, and Department rules, regulations and procedures related to personnel; resolves FNS Office and local school FNS performance concerns and Human Resources issues; directs FNS staff development program, including the management internship process, and training for food service assistants, cafeteria managers, and FNS administrative staff.
4.	Establishes and communicates FNS policies/procedures to ensure program compliance with Board policies, County/State/Federal laws and regulations through the development and maintenance of the District FNS Manual for Cafeteria Managers; interprets State and Federal program regulations to system level administrators, FNS administrative staff, principals, and school communities; assures that FNS program meets all Federal, State, County and District regulations and policies including Administrative and HACCP standards.
5.	Maintains a consistent, high quality, customer focus when conducting business and providing services to the local schools, the general public, and other external customers; interacts with all levels of Federal, State, County and local agencies in the way that promotes respect, encourages cooperation, and contributes to excellent performance; facilitates an effective system of internal and external communication.

6.	Produces and administers the FNS program budget, including but not limited to, identifying revenue sources to cover program expenses, setting/monitoring local school cafeteria financial benchmarks, and regulating labor cost; maintains self-supporting status of program; controls the procurement of FNS program food, supplies, equipment and services to ensure compliance with FNS program standards, budget guidelines, and District purchasing policy.
7.	Maintains the FNS program records and reports following local, State, and Federal regulations; assesses status of program implementation, documents results, and recommends changes and improvements based on research and evaluation data.
8.	Oversees FNS activities in the planning, layout, design, and opening of new and renovated kitchens and cafeterias; oversees all large equipment activities including new purchases, development of equipment specifications, and utilization of surplus equipment consistent with program needs and budget constraints; formulates and analyzes data on existing kitchens to ensure effective use of District funds for facility renovation and replacement of equipment.
9.	Plans and implements FNS technical automation in collaboration with District Technology Division.
10.	Attends professional development programs including State and National meetings to gain knowledge beneficial to the continued process of the program and provides effective staff development to support program efforts at the implementation level; serves on State and local teams and committees.
11.	Monitors the development and implementation of nutrition education materials and activities; oversees the implementation of the District Wellness Policy.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____