

JOB DESCRIPTION

Job Title	Director Food and Nutrition Services	Job Title Code	115205EF
Reports to	Chief Financial Officer	Wage/Hour Status	Exempt
Dept/School	Food and Nutrition Services	Pay Grade	108
		Date Revised	September 17, 2025

Primary Purpose

Oversee and direct aspects of the District Child Nutrition Program (CNP) operation. Plan, administer, assess, implement, and evaluate programs that meet TDA and USDA requirements in a safe and sanitary environment that supports nutritional needs of children while maintaining program integrity and customer satisfaction.

Education/Certification

- Bachelor's Degree in Business, Foods Service Management, or related field
- School Nutrition Specialist Certification or Register Dietitian

Special Knowledge/Skills

- Knowledge of menu planning, food purchasing, and preparation of food in food service environment
- Knowledge of financial management techniques and food service management principles
- Ability to coordinate district function
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills

Experience

- Five (5) years' experience in food service management
- Three (3) years' experience in school nutrition environment

Major Responsibilities and Duties

1. Direct and coordinate activities necessary for implementation, operation, evaluation and improvement of the District Food and Nutrition Services Department.
2. Develop and administer policies, procedures, and guidelines consistent with District, state and federal regulations and established plans.
3. Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the food and nutrition services program.
4. Initiate financial policies and procedures necessary for proper fiscal control and operation of the food and nutrition services program.
5. Prepare annual budget and administer food and nutrition services budget to ensure that programs are cost effective, and funds are managed prudently.
6. Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, to evaluate cost-effectiveness of each program.
7. Develop, plan, and evaluate menus based on recommended nutritional requirements and budgeted resources.
8. Administer and comply with rules pertaining to the USDA donated foods program.
9. Administer and comply with rules pertaining to the National School Lunch and Breakfast Programs, and the Child and Adult Care Food Program (Supper Program).
10. Plan, implement and monitor processes for identifying economically disadvantage needy students.
11. Maintain confidentiality and expediting with the receipt of meals in accordance with federal regulations.
12. Establish and direct food preparation, handling and holding processes that provide nutritious, wholesome, and safe food while meeting state and local health department standards.
13. Organize, direct, and facilitate the testing and evaluation of food products recipes and equipment.
14. Establish safe working conditions, equipment, and practices for all food service personnel.

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15. Ensure clean and properly equipped work and storage areas that meet state and local health department standards.
16. Ensure compliance with district, state, and federal reporting requirements.
17. Establish staffing formulas that determine labor allocations and assist cafeteria managers in the staffing, selection, and evaluation of personnel.
18. Direct, develop, implement, and evaluate training programs for personnel at all levels in the food and nutrition services program.
19. Prepare, review, and reissue job descriptions for food and nutrition services.
20. Evaluate job performance of employees to ensure effectiveness.
21. Recruit, train, and supervise personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.
22. Ensure that Food and Nutrition Services is supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.
23. Consult with school principals and administrators to ensure effective operation of the department.
24. Develop and recommend specifications for the initial purchase and replacement of kitchen equipment.
25. Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
26. Coordinate maintenance of kitchen equipment with the kitchen maintenance personnel.
27. Communicate and interpret the food and nutrition services program goals and activities to the public.
28. Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or disseminate information.
29. Establish effective relationships and coordination of department functions with schools, other District departments, services, and personnel.
30. Articulate to the public the District's mission, goals, and ways in which the Child Nutrition Program (CNP) supports these directions.
31. Support the Board of Education by providing information and recommending policies to enhance teaching and learning.
32. Must meet USDA Professional Standards for all Child Nutrition Program employees.
33. Complete ServSafe certification.

Supervisory Responsibilities

Supervise assigned food services personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.