

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Classified - Unrepresented
Posting Dates: September 04 - OUF

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Director of Nutrition Services	8 hpd/Continuing	Business

This is a 1.0 FTE, 260 days per year supervisory position, exempt from representation and wage and hours laws. This position works Monday to Friday, start and end times are defined by work and appropriate coverage.

The Olympia School District Child Nutrition and Food Services Director will lead partners in the school district and community to provide healthy, appealing meals to students and staff, continuously improve program efficiency and quality, hire, train, and support child nutrition personnel, and meet or exceed federal, state, and local requirements. The director supports 19 kitchens and 60 associated personnel, serving breakfast and lunch meals to over 9,000 students and staff per school day. In addition, the director coordinates with the Boys and Girls Club and the YMCA's before school and after school programs of Olympia to provide breakfast and snacks for their programs operating at our schools, and provides food services for multiple programs over breaks and summer.

All interested applicants should apply at edjobsnw.org.

Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as determined by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TERS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive 12 - 25 days of vacation leave (based on years of school District experience) and 13 paid holidays

The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.

Salary: \$123,832 - \$136,216 Annually

- Position:** Director of Child Nutrition and Food Services
- Responsible to:** Reports to Assistant Superintendent.
- Location:** 1302 North Street SE
- Hours:** 5 days per week, start and end time are defined by work and appropriate coverage.

Position Goal:

The Olympia School District Child Nutrition and Food Services Director will lead partners in the school district and community to provide healthy, appealing meals to students and staff; continuously improve program efficiency and quality; hire, train, and support child nutrition personnel; and meet or exceed federal, state, and local requirements. The director supports 19 kitchens and 60 associated personnel, serving breakfast and lunch meals to over 9,000 students and staff per school day. In addition, the director coordinates with the Boys and Girls Club and the YMCA's before school and after school programs of Olympia to provide breakfast and snacks for their programs operating at our schools, and provides food services for multiple programs over breaks and summer.

Primary Responsibilities:

The director oversees all aspects of the district's school food services and operations: planning, directing, implementing, assessing and evaluating the program for excellence and compliance.

Customer Service

- Establishes quality standards for the presentation and service of food; maximizing local and sustainable choices and minimizing processed choices.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

Financial Management and Recordkeeping

- Manages the child nutrition program (CNP) using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

Food Production

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.

Procurement

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.

Program Accountability

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.

Nutrition and Menu Planning

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus and develop recipes that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

General Management

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long term goals through strategic planning for the district school food service program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
- Relates effectively with diverse groups and demonstrates the ability to work with a wide variety of community groups, organizations, and vendors.

Personnel Management

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

Facility Layout and Design and Equipment Selection

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

Environmental Management

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

Marketing

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.

- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with district policies.

Computer Technology

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

Nutrition Education

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes the role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

Knowledge and Abilities Required:

- Good written and oral communication skills. Ability to follow written and oral instructions.
- Record keeping skills i.e. simple arithmetic.
- Ability to operate a computerized meal count system
- Knowledge of United States Department of agriculture, National School Lunch/Breakfast requirements.
- Must be able to lift heavy or bulky objects and stand or walk on concrete floors for an extended period of time.
- Ability to work independently with a minimum of supervision.
- Ability to work under pressure.
- Ability to get along with children and use tact and discretion with adults.

Minimum Qualifications:

- Five years of experience supervising food services operations, preferably in a congregate care or school setting.
- Bachelor's degree in nutrition, dietetics, management, restaurant management or a closely related field.
- Knowledge of federal and state laws, rules, regulations, and policies governing school district Child Nutrition programs.

Preferred Qualifications

- Excellent analytical skills, knowledge of electronic meal program systems and spreadsheets.
- Certified by the School Nutrition Association (SNA).
- Experience in school financial systems, such as Skyward, and point-of-sale systems

Application Procedure for all Candidates

Please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE, Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.