

Condus Z. Shuman

PROFESSIONAL PROFILE

Possess excellent oral and written communication skills and works well as an influential manager and change agent. Maintains a professional business appearance and attitude. Proficient in all Microsoft Office applications and Adobe Creative Suite. Attains extensive knowledge of database software systems. Extremely organized and detailed oriented. Possess exceptional event production and execution skills. Outstanding leadership and mentoring skills. Knowledge of Federal United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs (NSBP & NSLP) and Georgia Department of Education (GaDOE) State Child/School Nutrition regulations and policies.

EXPERIENCE

Bibb County School District – Nutrition Department, Macon, GA **March 2023 - Present**
Executive Director of School Nutrition

Administer and direct the implementation of the School Nutrition Program within the District in compliance with federal, state, and local regulations, laws, and policies. Manage and lead development standards to ensure the operation of a financially and nutritionally sound School Nutrition program. Establish the organizational framework for developing and achieving the department's strategic plan to support the District. Monitor the evaluation of each school food service unit to determine its effectiveness in achieving program goals. Institute and implement budget and financial management systems consistent with federal, state, and local requirements. Oversee a comprehensive program for personnel management in collaboration with human resources, administrators, and other appropriate personnel. Maintain an effective system for quality school meal services. Exhibit leadership through collaboration, models of openness and integrity, empower others and lead through values and vision defined by the District.

Bibb County School District – Nutrition Department, Macon, GA **January- March 2023**
Director II – School Nutrition

Assists the Executive Director of School Nutrition as needed in the selection and performance assessment of school site personnel. Assists in the hiring process of personnel for the School Nutrition department. Assists in formulating bid documents and evaluating submitted bids for food items, processed USDA commodities, supplies, temporary staffing, software systems, and equipment. Provide an ongoing assessment of staff skills and the development and delivery of training programs to address needs. Handle issues dealing with product shortages, substitutions, damages, delivery, recalls, etc. Assists with the preparation of the annual budget. Oversee the menu development and school site compliance with federal, state, and local regulations. Established benchmarks for cost and promoted student participation in breakfast and lunch.

Atlanta Public Schools – Nutrition Administration, Atlanta, GA **April 2005 – January 2023**
Nutrition Program Specialist

Conducts annual program review and recommends strategies for program improvement for the district's School Nutrition programs and marketing. Develops and facilitates Free and Reduced Meal Program training for all designated APS and charter school staff, social workers, Pre-K staff, and community outreach agencies to effectively communicate APS, state, and federal policies and procedures. Oversee the preparation of all mandatory free and reduced management reports required for proper and timely governmental reporting. Oversees planning and preparation for local, state, and federal audits, facilitates required programmatic data collection, and reports the distribution to district and state stakeholders. Supervise 12-15 central office staff personnel to ensure proper free and reduced application processing. Represents the district at all required meetings/trainings as requested by the Executive Director of the Nutrition Department. Conduct school site visits to ensure free and reduced data integrity and federal regulation compliance.

Responsible for ensuring external and internal contracts and agreements' policies and procedures comply with federal, state, local, and district regulatory and ethical standards. Develop and implement Nutrition Department policies and regulations. Analyze all internal business operations systems to ensure compliance, including policies, investments, and procedures. Create, modify, update, and implement the department and program policies and procedures. Design and monitor control systems to deal with contractual violations of legal rules and internal policies. Regularly assess the efficiency of control systems and recommend effective improvements. Review and evaluate company procedures and reports to identify hidden risks or common issues. Coordinate with Associate Superintendents, Department Executive Directors, USDA, GaDOE, and vendor Executive Boards to review all departmental compliance policies. Perform periodic audits on procedures and processes – design ongoing training programs for internal and external stakeholders regarding operations regulatory compliance. Advise the Nutrition Executive Director on business operations relating to investment, risks, and other policy development.

EDUCATION

Theater Arts

Hampton University - Hampton, VA
1999

BA: Theatre Arts

Clark Atlanta University - Atlanta, GA
2000-2003

Event Planning Certificate

Emory University - Atlanta, GA
2017

MBA: Leadership & Change Management

Concordia University - Chicago, IL
2020-2022

School Nutrition Director Certification

University of Georgia
2023-2025

EXPERTISE

Event Planning and Production

Program Development

Marketing

Graphic Design

Non-Profit Management

Customer Service

Project Management

Team Leadership

Child Nutrition & Wellness

Organizational Change

AWARDS & HONORS

Georgia Department of Education (GaDOE) Best Practices Awards

Promoting a Healthy School Environment	2008, 2011, 2014 & 2017
Leadership Development & Program Management	2012
School Breakfast & School Lunch Week Events	2015
Increased Participation in School Lunch & Breakfast	2015
Fiscal Management	2016
New Meal Pattern in School Nutrition	2016
Customer Service/ Working Smarter, Not Harder	2017

United States Department of Agriculture (USDA) Best Practices Awards

Promoting a Healthy School Environment	2008
School Breakfast & School Lunch Week Events	2015
Increased Participation in School Lunch & Breakfast	2015
Fiscal Management	2016

Georgia Department of Education (GaDOE) Golden Radish Award 2014, 2015, 2016 & 2017

Inaugural Healthy Georgia Awards 2016

The National Society of Leadership and Success (NSLS) 2021

CERTIFICATIONS

ServSafe Food Protection Manager Certification

ServSafe Certified Instructor & Registered Proctor

ServSafe Allergens

PHILANTHROPY & LEADERSHIP

Enchanted Closet

Volunteer

2012

Youth Empowerment Board Member, Director of Special Events

2013 - Present

Alpha Kappa Alpha Sorority, Incorporated

Fundraiser Co-Chairman

2019

Target IV the Arts Co-Chairman

2020 - 2022

Target IV the Arts Chairman

2022

<i>Empower of Families Chairman</i>	2022 - 2023
<i>2019 New Member of the Year</i>	
Miss/Teen Georgia Volunteer Pageant	
<i>Auxiliary Board</i>	2022 - Present
Georgia School Nutrition Association (GSNA)	
<i>State Membership Chair</i>	2024 - 2025
<i>State Education Chair</i>	2025 - Present
Georgia Department of Education (GaDOE) Director of School Nutrition Advisor Council	2025 - Present