



Director, School Nutrition Services

Reports to: Executive Director, School Nutrition

Structure/Grade: Unified 132

Division: Operations

Workdays: 246 Days

Position Summary

Assists the Executive Director in overseeing and coordinating district-wide compliance of the School Nutrition Program, ensuring adherence to all federal, state, and local regulations. Conducts ongoing evaluations of nutrition operations to implement immediate corrective actions when standards are not met.

Essential Job Duties

- Establishes a comprehensive leadership and personnel management program in collaboration with Human Resources, administrators, and other stakeholders.
- Directs the development of key performance indicators and departmental strategies to ensure the program is financially sustainable. Manages labor allocation and overall program resource planning.
- Ensures full compliance with all applicable school lunch program regulations, including the preparation of required reports and documentation for all cafeterias and satellite meal sites. Oversees required site visits, inspections, health inspections, surveys, and records retention.
- Implements budgeting and financial management systems that align with federal, state, and local requirements.
- Develops and maintains the organizational structure needed to achieve strategic departmental goals.
- Monitors and evaluates each school food service operation for effectiveness in meeting program goals and adherence to established Standard Operating Procedures and administrative protocols.
- Provides leadership through cross-functional supervision of departmental teams, including Menus & Procurement, Technology, Training, Free & Reduced, Schools, Kitchen Equipment, and Finance.
- Oversees the development and execution of the Manager/Assistant Manager Training Program and other specialized initiatives.
- Manages food service operations related to the planning, design, and opening of new or renovated kitchen and cafeteria facilities. Oversees large equipment procurement, specification development, and surplus equipment utilization to ensure alignment with program needs and budget constraints.
- Analyzes data on existing facilities to inform decisions related to renovations and equipment replacement, ensuring optimal use of district resources.
- Communicates nutrition-related topics effectively to diverse internal and external audiences.
- Develops emergency response protocols and service delivery guidelines for disaster or crisis situations.
- Performs other duties as assigned.



Qualifications

- A Master's degree is required.
- Minimum 10 years of executive-level leadership experience in School Nutrition.
- Must hold or be eligible to obtain Georgia Certification S-5 as a School Nutrition Director.

Knowledge, Skills, and Abilities

- Extensive knowledge and training of current food service principles, laws, rules, regulations, cafeteria equipment and nutrition education
- Strong decision-making ability
- Budget experience
- Proven performance and resources management skills
- Ability to effectively lead, organize and direct the work of others.
- Demonstrate ability to design and implement short and long-range
- Ability to relate to a wide variety of people and to serve, listen and provide leadership which results in the best possible work environment
- Strong analytical and problem-solving skills. Excellent communication skills both written and verbal.
- Knowledge of federal, state, and local laws and guidelines governing school nutrition programs and best practices in procurement and school nutrition
- Effective oral, written, and interpersonal communication skills
- Skilled in the preparation of periodic and annual reports for not-for-profit entities; quantitative financial analysis; and analysis for forecasting needs
- Ability to establish and maintain effective working relationships with district officials and vendors

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 7/24/2025