



Executive Director, School Nutrition

Reports to:	Chief Finance Officer	FLSA Status:	Exempt
Department:	School Nutrition	Structure/Grade:	Unified 135
Division:	Finance	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Serve as a senior leader in the organization, with responsibility for the operational and financial performance of multiple departments. Translate corporate objectives into strategic business plans for the assigned functions, guiding the direction for major initiatives. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

Essential Job Duties

- Plan, develop, direct, implement, and monitor the school nutrition services program, ensuring that it operates on a non-profit basis while adhering to all relevant regulations and guidelines.
- Lead initiatives in menu planning, procurement, financial management, staff development, and wellness programs.
- Coordinate with school administrators to integrate the food service program with the overall school plan and support the educational process by providing nutritious meals.
- Develop a management system for quality food production that complies with Hazard Analysis Critical Control Point (HACCP) guidelines and establish policies/procedures for School Nutrition Services (SNS).
- Provide communication and customer service support; address stakeholder inquiries regarding SNS policies/procedures interpretation.
- Oversee the development and implementation of policies and procedures required to meet regulatory requirements, operational targets, and financial goals.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Set financial plans and goals, bearing accountability for departmental financial performance.
- Perform additional duties as assigned.
- Serve as an emergency contact available on a 24/7 basis, ensuring year-round food service is maintained effectively.

Qualifications

- Master's degree or greater in Nutrition, Dietetics, Food Service Management, or a closely related field with 7+years of experience, required.
- Eligible for Georgia Professional Standards Commission School Nutrition Director (P-12) certificate; must obtain a clear renewable certificate, level 5, within 3 years from the date of employment.
- Registered (RD) and Licensed (LD) Dietitian preferred.

Knowledge, Skills, and Abilities

- Knowledge of relevant safety procedures and protocols



- Knowledge of organizational and department planning procedures
- Ability to create and direct long-term strategic plans for the organization and assigned departments, providing direction for major initiatives
- High level of financial literacy and the ability to maintain accountability for financial plans and goals
- Ability to oversee policies and processes that have significant operational and financial impact on the organization
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about the work space to access equipment and materials.
- Frequently moves boxes and products weighing up to 50 pounds.
- Frequently exposed to extreme temperatures.
- Frequently exposed to loud noises.
- Occasionally exposed to oils and fumes from food products and equipment.

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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 12/4/2025