



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Director I, School Nutrition</i>	Last Revised/Approved: <i>2016</i>
Job Code: 0800	Reports To: <i>Chief Financial Officer</i>
Office: <i>The Office of Finance</i>	Department: <i>School Nutrition</i>

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Administers child nutrition programs for Milwaukee Public Schools (MPS). Ensures provision of high-quality, nutritious meals throughout the district, protects the nutritional integrity of the programs and ensures children have equal access to the meals provided. Ensures meals are prepared under safe and sanitary conditions, in accordance with State and Federal regulations and guidelines. Operates a cost-effective food service, adhering to the budget. Develops and implements new programs to further meet the dietary needs of students.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

- Administers child nutrition programs for Milwaukee Public Schools (MPS). Ensures provision of high-quality, nutritious meals throughout the district, protects the nutritional integrity of the programs and ensures children have equal access to the meals provided.
- Collaborates with USDA and DPI on implementing changes to the regulations which may impact the school meal program. Coordinates federal and state audits. Maintains appropriate records to ensure MPS receives maximum funding provided by the government.
- Works with the finance department and the school board to ensure MPS has appropriate contracts from vendors to meet the needs of the children and remain on budget.
- Promotes school nutrition programs to building administrators, school board members and the media. Acts as the spokesperson for the media on school nutrition items that may interest the public.
- Promotes partnerships with local, state and national organizations supporting nutrition programming.
- Communicates with local, state and federal legislators concerning child nutrition issues.
- Keeps abreast of current issues in school nutrition through membership in organizations, literature and conferences.

- Recruits and recommends for hire a diverse group of candidates. Establishes goals and priorities for staff and evaluates accomplishments of employees.
- Leads and directs the work of the Department of Nutrition Services. Reviews position responsibilities, plans division goals and ensures adequate staffing. Determines staff development needs and seeks or assists with the training. Maintains a climate which attracts and motivates a diverse staff of quality individuals.
- Prepares division budget and ensures sound financial management. Coordinates state contracts overseeing nutrition programming that govern all meal programs including breakfast, lunch, snack, dinner and summer.
- Oversees software applications and systems to ensure adequate tracking of required data information and maximizing productivity.
- Actively supports the Five Priorities for Success.
- Completes other duties as assigned.

Education Requirements:

- Bachelor's Degree in Food and Nutrition, Dietetics, Business or related field from an accredited college or university.
- Master's degree in a related field is highly desirable.
- The equivalent of experience and education can be considered

Experience Requirements:

- Five years of progressive management experience, including supervisory experience of large staff.
- Three years of experience in an institutional food service setting.
- Experience in a multi-site food service setting is highly desirable.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Experience supervising staff and managing budgets is required.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software and other K-12 food service software is desired.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.
- Leadership skills, organization and external awareness, creativity toward operations, strategic and systems thinking skills are necessary.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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