

Rio Rancho Public Schools

Executive Director of Student Nutrition (23DO0228)

JOB POSTING

Job Details

<i>Title</i>	Executive Director of Student Nutrition
<i>Posting ID</i>	23DO0228
<i>Description</i>	This job posting is Short Term 2022-2023 contract year 240-day contract Rio Rancho Public Schools - District Office

Job Title: Executive Director of Student Nutrition

Minimum Qualifications

- Bachelor's Degree in Food Service Management, Food Science and Nutrition, Dietetics, or related field and four (4) years' experience in food service management and operations, preferably in a public school setting;
- Or an Associate's Degree and eight (8) years' experience in food service management and operations, preferably in a public school setting;
- Or certification by the American School Food service Association (ASFSA) or School Nutrition Association (SNA) and twenty (20) years' experience in school food service management and operations;
- American School Food Service Association (ASFSA) or School Nutrition Association (SNA) Certification or ability to successfully complete within one year of employment;
- Good working knowledge of applicable computer systems, including word processing, database, and spreadsheet software;
- Knowledge of USDA and NMPED Food Service regulation; and
- Such alternatives to the above qualifications as the Chief Operations Officer may find appropriate and acceptable.

Knowledge, Skills and Abilities

- Effective communication skills, both verbal and written;
- Flexibility, organization, decision-making and problem-solving skills;
- Strong interpersonal skills with diverse populations;
- Ability to meet deadlines and work on multiple projects;
- Ability to coordinate the work of others; and
- Such alternatives to the above qualifications as the Chief Operations Officer may find appropriate and acceptable.

Essential Job Responsibilities

Oversight of the Food Service Program, including supervision of district employees assigned to Food Service, will include but not be limited to the following:

- Directly Supervises Food Service Administrative Assistant and Food Service Director and provide oversight over Administrative, Kitchen and Maintenance/Delivery Teams;
- Plans, organizes, coordinates, directs, and monitors all aspects of the food service operation of the district, including breakfast, lunch and after school meals and snacks, program compliance with Federal, State and Local statutes, rules and ordinances;
- Provides leadership in the administration of the department with a maximum of efficiency, a minimum of waste, and an ever-present and overriding awareness of and concern for the impact of the departments' contributions to students' wellness;
- Serves upon assignment by the Chief Operations Officer as a resource person to the various department directors in the District;
- Works cooperatively with leaders of other departments in integrating and coordinating individual efforts into a unified program for the District;
- Monitors the District's food service performance to ensure conformance with program requirements and regulations;
- Maintains control of the school food service account and overall financial responsibility for the school nutrition program;

- Possesses signature authority on the Child Nutrition Program Food Services Agreement, Free and Reduced-Price Policy Statement, and all claims for reimbursement, if applicable;
- In conjunction with the Purchasing Department, is responsible for all contractual agreements entered in connection with the school nutrition program;
- Implement internal controls and ensure resolution of program review and audit findings;
- Ensures both a 21-day cycle menu and an advisory board composed of parents, teachers, and students to assist in menu planning;
- Oversees and implements free and reduce priced meal program procedures including distribution of applications, processing of applications and completion of income verification;
- Establishes and/or maintains a policy for providing meals to students without adequate funds;
- Assures that the maximum amount of USDA foods are received, utilized, and inventoried;
- Establishes commodity processing agreements as determined appropriate based on vendor requested items that support agreed upon menus;
- Abides by the New Mexico Procurement Code;
- Assists with the development and execution of the Food Service budget. This should include recommending meal prices which comply with USDA regulations and best support the needs of the Food Service Department and the Rio Rancho community. Recommendations of use of Community Eligibility Program (CEP), Provision 2, or other available programs should be a part of this process;
- Works in conjunction with Catering Manager to determine pricing for catering;
- Communicate and present information to food service managers, RRPS staff, students, school personnel, parents, the school board and the community;
- Attends PED workshops, trainings and meetings in order to gain current information of nutritional federal and state guidelines;
- Meets strict district, state and federal and other deadlines; and
- Complies with state-approved New Mexico Administrative Code of Ethical Responsibility of the Education Profession and the RRPS Employee Standards of Conduct and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.

Additional Duties

- Safeguards confidentiality of privileged information;
- Maintains professional relationships and work cooperatively with employees, the community, and other professionals;
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations;
- Maintains professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities;
- Meets deadlines and work on multiple projects;
- Attends staff meetings and conduct, as may be necessary, training with reference to the food service program; and
- Employee may be assigned other duties based on the needs of the district during the term of employment.

Terms of Employment: Normally eight (8) hours per day; additional time as may be required.

Accountability

Reports to: Chief Operations Officer
 Evaluated by: Chief Operations Officer

Application Procedure:

The following documents must be attached to complete this application:

- One (1) transcript from each crediting college or university if not current in personnel file;
- Resume;
- Letter of Interest; and
- 3 current signed/dated letters of recommendation.

An Equal Opportunity Employer

Full-Time

\$121,090 - \$121,090 / Per Year

Shift Type
Salary Range

Location **District Office - COO**

Applications Accepted

Start Date **02/28/2023**

Job Contact

<i>Name</i>	Michael Baker	<i>Title</i>	Chief Operations Officer
<i>Email</i>	Michael.Baker@rrps.net	<i>Phone</i>	