

# Competencies, Knowledge, and Skills for District-Level School Nutrition Professionals in the 21st Century



**National Food Service Management Institute**  
The University of Mississippi

# **SAMPLE JOB DESCRIPTION TEMPLATE**

## *District-Level School Nutrition Professionals*

### **General Function and Scope**

District-level school nutrition professionals oversee all aspects of the district-wide school nutrition program. They perform a variety of job functions essential to the successful operation of the district's school nutrition program. The job functions include facilities and equipment management; financial management; food production and operation management; food security, sanitation, and safety; human resource management; marketing and communication; menu and nutrition management; procurement and inventory management; program management and accountability; and technology and information systems. The job responsibilities encompassed within these functional areas can be divided into one or more district-level positions as deemed appropriate for the school nutrition program.

District-level school nutrition professionals partner with others in the school nutrition program, school district, and community to operate a sound nutrition assistance food program while following federal, state, and local guidelines. The school nutrition program is to provide an environment that supports healthy food habits of students while maintaining program integrity, fiscal accountability, and customer satisfaction.

### **FUNCTIONAL AREAS OF RESPONSIBILITIES**

#### **Facilities and Equipment Management**

- Provides leadership in designing and planning facilities that support the operational goals of the school nutrition program.
- Develops guidelines for selecting and maintaining equipment to accomplish the operational goals of the school nutrition program.
- Establishes an environmentally responsible school nutrition program.

#### **Financial Management**

- Develops financial management guidelines that support school nutrition program operational goals and comply with regulations.
- Establishes cost control goals to effectively manage the school nutrition program.

### **Food Production and Operation Management**

- Develops a management system to ensure high standards for quality food production.
- Establishes operational systems for managing food production and service.

### **Food Security, Sanitation, and Safety**

- Establishes policies and procedures to ensure food is prepared and served in a sanitary and safe environment.
- Provides leadership in creating a safe work environment for school nutrition operations.
- Develops a systematic approach to address emergency and disaster situations.

### **Human Resource Management**

- Establishes a human resource infrastructure for the school nutrition program that complies with school district policies as well as federal, state, and local regulations.
- Develops and implements a process for recruiting, hiring, retaining, and promoting qualified school nutrition staff in compliance with school district's written procedures and labor laws.
- Designs a comprehensive needs-based training infrastructure that enhances learning and improves job skills.

### **Marketing and Communication**

- Develops a systematic approach for marketing the school nutrition program.
- Develops a customer service infrastructure to promote the school nutrition program.
- Establishes a communication infrastructure with stakeholders to promote the school nutrition program.

### **Menu and Nutrition Management**

- Develops guidelines for planning menus that comply with nutrition objectives and support operational goals of the school nutrition program.
- Provides leadership to support the nutrition and wellness initiatives within the school district.

### **Procurement and Inventory Management**

- Develops procurement guidelines that comply with established regulations and support operational goals of the school nutrition program.
- Establishes operational procedures to effectively manage receiving and inventory systems.

FUNCTIONAL AREAS OF RESPONSIBILITIES *continued*

**Program Management and Accountability**

- Establishes a system to ensure nutritional, financial, and regulatory accountability of the school nutrition program.
- Provides leadership to position the school nutrition program as an integral component of the school district.

**Technology and Information Systems**

- Establishes a comprehensive technology infrastructure to achieve the operational goals of the school nutrition program.