

Director of Facilities and Child Nutrition

Salary Per Salary Schedule	Days 260	Reports to: Assistant Superintendent of Student Services and/or the Superintendent
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SCOPE OF RESPONSIBILITIES

Plan, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem solving and significant direct or indirect financial impact.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Develops long and short range goals which reflect staff, facility and equipment needs of the maintenance and custodial programs
2. Communicates to all maintenance and custodial personnel the requirements of the position
3. Participates in the employment, assignment, promotion, transfer, suspension and dismissal decisions of all employees in maintenance and custodial programs
4. Ensures that all personnel are aware of statutes, rules and regulations regarding maintenance and custodial programs
5. Develops policies and procedures which provide for the safety, comfort and well-being of all students
6. Develops and maintains a plan for maintenance of school facilities
7. Develops and maintains a plan for management of the school custodial program
8. Communicates the goals and objectives of the maintenance and custodial programs to students, staff and community
9. Coordinates the continuing appraisal of the maintenance and custodial program
10. Develops an ongoing program of inspection, evaluation and repair
11. Coordinates all requests for building repair and maintenance
12. Assists in developing and maintaining facility and equipment inventories
13. Makes all recommendations concerning requisitions to the appropriate personnel
14. Assists in the development of specifications for bidding purposes
15. Assists in the preparation of the annual budget by providing information relative to maintenance and custodial programs
16. Seeks staff input to develop operational procedures
17. Develops operational procedures to implement board decisions
18. Interprets board policies to implement the programs and activities in the school and community
19. Establishes a procedure for developing, implementing and evaluating goals and objectives for the school food nutrition programs
20. Administers and directs the implementation of school nutrition programs within a school district in compliance with federal, state and local regulations
21. Interprets school food service and nutrition education program needs to federal, state and local policy makers
22. Implements the appropriate use of information systems in the management of child nutrition programs
23. Establishes program standards and directs implementation to ensure operation of a nutritionally sound school nutrition program
24. Evaluates each school food service unit to determine its effectiveness in achieving program goals
25. Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program
26. Establishes and implements budgeting and financial management systems consistent with local, state and federal requirements
27. Establishes a comprehensive program for personnel management in cooperation with managers, administrators and other appropriate personnel
28. Develops an effective system for quality food production and service

29. Establishes a system for the procurement and distribution of food and non-food materials
30. Determines facility needs
31. Implements sanitation standards and devices a system for control of microbiological infection
32. Implements standards and controls for safety in food service facility design
33. Establishes a school nutrition program marketing system for the district
34. Maintains regular and predictable attendance
35. Adheres to the professional code of ethics
36. Successfully utilizes technology as appropriate in job function
37. Performs other duties as assigned by the Superintendent of Schools

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: bachelor's degree in a field related to assignment and five years of experience including at least three years in a supervisory capacity.
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.