



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Director of Food and Nutrition Services

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Maintain a food service program that captures a high percentage of participation, meeting the requirements of the federal school lunch reimbursement program, the farm to school program, and the food cost/labor budget. Manage a successful food service program by preparing and serving food, maintaining kitchen, washing dishes and trays, receiving payment for meals, ordering food supplies, and keeping inventory.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.

- Interpret and administer local, state, and federal statutes as they pertain to standards of sanitation, safety, food preparation and service in the kitchen areas. Review and evaluate monthly reports submitted to Colorado Department of Education (CDE).
- Manage Nutrition Services personnel and facilities to obtain optimum efficiency, including interviewing, hiring, assigning, supervising, and evaluating.
- Supervise purchasing and distribution of all food, supplies and commodities related to food service operations and maintain inventories.
- Coordinate the planning of menus to maximize participation, enhance nutritional values and minimize costs, including analyzing nutritional components of menus to maintain optimal health for students and staff.
- Prepare the Nutrition Services budget, evaluate school profit and loss statements and implement necessary measures to ensure profitability.
- Continue to analyze operation and implement changes for improvement and advancement of programs by actively participating in local, state and national food service and business operations.
- Provide in-service and training for all Nutrition Services personnel in the areas of food preparation, portion control, equipment uses, sanitation, customer service, cost control, personnel management, and various software programs.
- Evaluate new food products, supplies, equipment, and services for implementation in food program, kitchens, computerized ordering, inventory, labor, etc. Evaluate grant possibilities and apply when appropriate.
- Provide updates to the Board of Education regarding the status of the Nutrition Services program and communicate with newspapers, public relations and other media to publicize value of the school meal programs.
- Performs other related duties as assigned or requested.
- Observe all district policies and procedures.

Education and Training: High school diploma or equivalent required. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position. B.A. or B.S. in related field preferred.

Experience: 3-5 years total experience with food service, accounting, and supervision. Experience in school nutrition services preferred.

Technical Skills, Knowledge, and Abilities:

- Ability to frequently travel among District facility locations.
- Basic accounting and microcomputer skills
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specific writing, procurement, report writing information analysis, strategic planning, marketing, nutrient analysis.
- Ability to organize, assign, direct and inspect the work of subordinates and exercise good judgment in evaluating situations and making decisions.
- Ability to promote and follow Board of Education and District policies, Superintendent policies, and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Material and Equipment Operating Knowledge:

- Knowledge of large volume food production, serving and sanitizing equipment required.
- Knowledge of normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.
- Knowledge of operation and specifications of commercial kitchen equipment required upon entering position.

Essential Physical Demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling
- Occasional crawling, sitting, stooping

Supervisory Duties: This position supervises the Food Services Secretary, Food Services Delivery staff and the nutrition department team.

Reports to: Executive Director of Human Resources

Budget and/or Resource Responsibility: Responsibility for developing, administering, monitoring, analyzing, and coordinating the nutrition services budget. Responsible for adjusting staffing and resources at central office and the sites to keep departments within budget.

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none"> • High School diploma • Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position. B.A. or B.S. in related field preferred.
Experience and Skills:	<ul style="list-style-type: none"> • Ability to understand and follow oral and written instructions. • Flexible and maintain a positive attitude. • Work cooperatively with supervisors and coworkers
Culture and Fit:	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas. • Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.