



Flour Bluff Independent School District Job Description

JOB TITLE: Director of School Nutrition

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Chief Financial, Business & Operations Officer/Executive Director of Operations

DATE REVISED: 12/2025

PRIMARY PURPOSE:

- Direct and manage the district's school nutrition program, including the central kitchen operation. Plan and implement programs that meet regulatory and nutritional requirements for students, promote sound nutritional practices, and maintain a safe and sanitary environment.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from an accredited college or university required.
- Degree in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field preferred.
- Registered Dietitian (RD/RDN), School Nutrition Specialist (SNS), or similar professional certification preferred.
- Eight hours of food safety training (completed not more than five years prior to employee's start date or within 30 days of employee's start date), as required by TDA.
- Clear and valid Texas driver's license.

SPECIAL KNOWLEDGE/SKILLS:

- Knowledge of menu planning, food purchasing, and preparation of foods in a school nutrition environment.
- Knowledge of applicable federal and state regulations, including USDA regulations, Texas Department of Agriculture (TDA) guidance, the Administrator's Reference Manual (ARM), and local health codes.
- Ability to conduct on-site inspections of food service facilities districtwide.
- Ability to manage budget and personnel.
- Ability to implement policy and procedures.
- Ability to interpret data.
- Strong organization, communication, and interpersonal skills.

EXPERIENCE:

- Successful experience and/or training in institutional food service management and nutrition.
- Supervisory experience in school child nutrition or similar large-scale food service operation preferred.

MAJOR RESPONSIBILITIES AND DUTIES:**School Nutrition Operations:**

1. Direct and manage the district's school nutrition program, including the central kitchen operation and campus serving lines.
2. Develop menus that meet established nutritional requirements for students and align with USDA and TDA regulations.
3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
4. Establish and direct processes for providing free and reduced-price meal applications following United States Department of Agriculture (USDA), Texas Department of Agriculture (TDA), and Texas Education Agency (TEA) guidelines for meal eligibility and reimbursement of federal funds.
5. Develop and maintain written procedures for all school nutrition and food service operations.

BUDGET and INVESTORY:

1. Develop and administer the school nutrition budget based on documented needs and ensure operations are cost effective and funds are managed prudently.
2. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system meeting both federal and Texas Education Agency (TEA) standards.
3. Follow District, state, and federal purchasing regulations, including Texas Department of Agriculture (TDA) and EDGAR requirements, and work collaboratively with the Purchasing Department to ensure compliance with bidding, quotes, and contract procedures.
4. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
5. Approve and forward invoices and purchase orders for the school nutrition department to the accounting department.
6. Develop and implement an inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.
7. Monitor the School Nutrition (Food Service) fund balance and ensure compliance with Texas Department of Agriculture guidance regarding the three-month average operating cost limit. Develop and implement allowable spend-down plans, such as equipment and facility improvements, when the fund balance exceeds the allowable level.

POLICY, REPORTS, and LAWS:

1. Implement federal and state law, State Board of Education rule, and board policy.
2. Compile, maintain, and file all reports, records, and other documents required.
3. Ensure employee time records are accurately maintained and data necessary to process school nutrition payroll is delivered in a timely manner.
4. Complete minimum annual continuing education requirements.

PERSONNEL MANAGEMENT:

1. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
2. Prepare, review, and revise job descriptions for school nutrition department positions.
3. Develop training options and improvement plans to ensure exemplary operation in the school nutrition area.

SAFETY:

1. Ensure measures are in place and operating to protect food, supplies, and equipment in the central kitchen, school cafeterias, lunchrooms, and warehouses.
2. Maintain safety standards conforming with federal, state, and insurance regulations and develop a program of preventive safety.
3. Organize and conduct training programs to promote safe food handling and a safe work environment.

SUPERVISORY RESPONSIBILITIES:

1. Provide leadership and supervision for the School Nutrition Coordinator, managers, supervisors, and support staff assigned to the school nutrition department, including input on selection, assignment, evaluation, and other personnel actions in accordance with district policy.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; district vehicle.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours, frequent districtwide travel.

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.