

School District of Hilbert

Job Title: School Nutrition Program Manager

H.R. Contact: Anthony Sweere, District Administrator
Contact Phone: 920-853-3558

Qualifications: High school diploma and 3 years of relevant school nutrition program experience required. Would discuss the possibility of working towards an Associate's Degree. This individual must have great rapport with students, staff and the Hilbert community. This individual must be current on best practice and trends in the area of school nutrition.

Salary: This is a salaried position based on previous work experience in the area of nutrition and food service. The position would be a 11 month contract with the month of July off. Benefits are available and will be discussed upon hiring.

How to Apply: Applicants must send a cover letter, resume, application form, and letters of recommendation to: School District of Hilbert, Attention: Anthony Sweere, District Administrator, 1139 W. Milwaukee St., Hilbert, WI 54129. An application form can be found on our district website at <http://www.hilbert.k12.wi.us>. Selected applicants will be contacted for an interview. Deadline: Friday, May 4, 2018.

Employer: School District of Hilbert
1139 W. Milwaukee St.
P.O. Box 390
Hilbert, WI 54129

Website: <http://www.hilbert.k12.wi.us>

Description: The School District of Hilbert is located approximately 20 minutes east of Appleton or 30 minutes south of Green Bay. Our district serves approximately 450 students in grades 4K-12. We have one building (4K-12). We have a seven member Board of Education, administrative team, and a staff who enjoy positive community support and a long tradition of high student achievement in both academic and co-curricular activities.

Job Goal: This position will lead all aspects of the Nutrition Services Department. Plan, direct, administer, and evaluate all aspects of the Nutrition Services Department in order to meet educational and nutritional needs of the customers we serve. This position will assure program compliance with all relevant federal, state, and local regulations and policies.

Essential Functions:

1. Provides leadership in implementing a district-wide Nutrition Services program that focuses on customer satisfaction, nutritional integrity and product quality.
2. Assists in daily cooking, serving of lunches and computer operations.
3. Completes all required NS program paperwork (daily, monthly and yearly).
4. Compliance with all Department of Public Instruction regulations with all menu and recipe development.
5. Collaboratively plans with the Business Manager on the finances of the Nutrition Services Program (budget development, bill submittal, budget corrections, etc.).
6. Recommends and monitors the process of recruiting, hiring and training NS staff.
7. Coaches and supervises support staff and lead workers in the NS program.
8. Develops interpersonal relationships.
9. Uses a variety of problem solving and conflict resolution techniques to successfully manage organizational change.
10. Collaboratively plans professional development opportunities for all NS staff which meet organizational goals and objectives.
11. Assesses department facility needs and plans and maintains an equipment replacement schedule.
12. Oversees the implementation of a cost-effective procurement and inventory control system.
13. Applies technology to improve quality, efficiency and customer service.
14. Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preference, district needs, policies, and nutritional objectives.
15. Assesses changing needs to meet customer preferences, industry trends, and current research.
16. Applies effective marketing techniques to promote the NS program.
17. Oversees the implementation of a Hazard Critical Control Point (HACCP) plan to reduce the risk of food related illness.
18. Integrate employee safety requirements into the NS operation.
19. Implements a personal plan for professional development.
20. Follows code of ethics in procurement, handling confidential information and personal conduct.
21. Performs all other duties as assigned.

Reports to: Business Manager.

Supervises: Nutrition Services, Lead Workers and Support Staff.