Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 6/11/2025

Director, School Nutrition Services

Pay Scale: B
Level: 27
FLSA Status: Exempt
Job Family: Business & Financial Services
Primary Location: Administration Building

Department Overview
The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview
The Director, School Nutrition Services provides leadership for the total operation of the School Nutrition Services (SNS) program. Employee will plan, organize, and administer the direction of the Division of School Nutrition Services in a large, growing suburban/rural environment. The employee will be responsible for the Federal Breakfast/Lunch Program, After School Snack Program, Summer School Food Service Programs, Supper Program and other non-federal programs. The employee will be responsible for establishing budgetary, nutritional, operational and inventory procedures, and directs the work of all employees. The employee will provide information and serve as a resource to district administrators, achieving defined objectives by planning, developing, implementing and maintaining services in compliance with district objectives as well as all relevant guidelines, policies, codes, and regulations related to nutrition, health, sanitation, procurement, and fiscal responsibilities.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops annual goals, objectives and strategies for division of SNS
- Leads change to drive continuous improvement and innovation, and builds participation across programs
- Develops partnerships with the community to promote understanding of SNS programs and markets the program in the broader community to achieve increased participation
- Supervises personnel functions including interviewing, evaluating, supervising, disciplining, training and development, and record retention
- Balances the compliment of full-time and part-time staff to effectively manage labor costs
- Develops a staffing model based on industry best practices for schools to ensure optimal productivity
- Establishes robust marketing efforts to promote child nutrition programs within the school division
- Increases awareness and student participation through coordination of media requests, strong presence through SNS website, social media and other appropriate outlets
- Develops and administers the SNS annual budget including monitoring budget allocations, expenditures, fund balances and related financial activities to ensure appropriate fiscal practices are followed
- Conducts monthly P & L reviews and issues reports as required

- Directs the implementation of quality standards in the areas of food, customer service, professional appearance, and sanitation
- Follows local, state and federal health codes and supervises training in food safety to ensure that food is safe for customers
- Reviews and makes recommendations for revision of School Board Policies affecting SNS
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction
- Assists with the design and planning of new school kitchens and renovations, keeping abreast of innovations and technology in food service equipment
- Develops and implements appropriate staff training and development for Food and Nutrition Services employees using adult learning principals
- Ensures that the highest standard of ethics is achieved and sustained in procurement of food, materials and supplies needed by SNS
- Directs the planning, development and testing of new products for menus by conducting taste testing with students and staff
- Stays abreast of current research, trends and best practices relevant to child nutrition programs

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in dietetics, food and nutrition, or food services management from an accredited College or University

Experience
Seven (7) years of program management experience, preferably in school nutrition

Licenses and Certifications
Credentialing with the School Nutrition Association

Knowledge, Skills and Abilities
- Knowledge of principles and practices of nutrition and of State and Federal regulations related to school nutrition programs
- Experience in training and professional development of staff in areas related to volume food preparation, marketing, food safety and nutrition

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.