Boston Public Schools
Executive Director, Food and Nutrition Services [Anticipated Vacancy] (SY21-22) (00015283-SY2122-AV)

JOB POSTING

Job Details
Posting ID
00015283-SY2122-AV
Title
Executive Director, Food and Nutrition Services [Anticipated Vacancy] (SY21-22)
Description
This position is an anticipated vacancy. It is expected to be vacant by 12/31/2021. However, the current incumbent has a right to rescind their retirement, leave, or resignation up until the day of the expected vacancy date. Your hire will not be confirmed until the position is vacated.

REPORTS TO: Chief of Operations

General Description:
Founded in 1647, Boston Public Schools (BPS) is the oldest public school district in the country. With approximately 50,000 students from over 114 different countries, nearly 9,000 employees, and an annual budget of approximately $934 million, the BPS is the largest school district in Massachusetts and one of the most diverse.

BPS seeks a dynamic, professional who possesses a keen understanding of the evolution of Child Nutrition Programs to lead the Boston Public Schools Food and Nutrition Services Department. The ideal candidate will be committed to change and have proven progressive experience in managing a large-scale food service operation to be the executive director of the Food and Nutrition Services. The Executive Director will be responsible for managing a $42 million budget and overseeing a staff of over 630 employees. The successful candidate will also be responsible for providing overall administration of the school department’s Child Nutrition Programs within the framework of federal, state and city regulations and budget limitations. BPS believes that encouraging maximum meal participation will improve student’s capacity to learn and promote their physical and emotional well-being. The Executive Director must be knowledgeable of current industry trends for improving and upgrading school nutrition programs.

The Food and Nutrition Services (FNS) Department serves breakfast and lunch to BPS students at 124 locations during the school year. Of these sites, 109 have full-service kitchens and employ a full-time Cafeteria Manager and subordinate staff to prepare meals on-site. The remaining schools and programs are satellite sites that receive meals from an outside vendor contracted by the district. The department serves approximately 22,000 breakfasts and 35,000 lunches each school day, as well as several thousand supper meals for after-school programs, as well as operates a summer program that serves thousands of meals daily at over 100 school locations and community sites. BPS has been approved for the Community Eligibility Provision (CEP), which enables the district to provide meals to all students at no charge. The department has over 600 employees and annual expenses of approximately $35 million.

The Executive Director will also oversee a number of FNS initiatives including: the launch and improvement of an integrated technology platform, vigorous recruitment program, department branding program, expansion of on-site cooking, including warehouse analysis and construction coordination; RFP’s, union negotiations, and the Good Food Purchasing Program (GFPP) initiative.

Responsibilities:

- Administers and directs the implementation of the USDA school meals programs: school breakfast, lunch, and after school meal programs and summer food service programs within the school district and the City.
- Operate a system for procurement and distribution of food and non-food materials.
- Implement standards for sanitation, food and facility safety that comply with HACCP regulations.
• Implement a marketing plan that promotes the school nutrition services to students and informs parents, other school personnel and the community.
• Implement a comprehensive program for personnel management, development and training.
• Actively participate in collective bargaining
• Assure quality food production and customer service.
• Implements program for measuring site operations, financial performance, marketing
• Represent the department at the School Committee, city, state, and national meetings/conferences, including presentations.
• Follow federal and state regulations regarding nutritional standards, reports and records.
• Oversees preparation and maintenance of required audits and reviews.
• Set strategic plan, vision and goals and operationalize them.
• Oversees professional human resource practice for recruiting, training, supervising, evaluation and conflict resolution.
• Manages department budget and expenditures.
• Is primary contact with Collective Bargaining Unit
• Participates in Deputy Superintendent’s Team of Department Heads to support the vision of the Superintendent.

Stakeholder Relations:
• Respond to inquiries and requests from other departments, school administrators, parents and outside organizations.
• Work collaboratively with the Health and Wellness Department
• Communicate and collaborate with principals/headmasters regarding their responsibilities in relation to school-level administration of the FNS program.
• Communicate with various other stakeholders and constituencies.
• Oversee compliance with Federal and State regulations.

Finance:
• Manage bid proposals and procurement process.
• Prepare and monitor department budget; submits required documents.

Other duties as assigned

Qualifications - Required:
• Seven to ten years of progressive managerial experience in a multi-faceted food service organization with supervisory responsibility for a large staff
• Skill in managing and negotiating with Collective Bargaining Units
• Strong leadership, human relations, finance, organizational, communication and interpersonal skills
• Demonstrated ability to be an effective team leader
• Experience managing within a multicultural environment
• Prefer experience with United States Department of Agriculture (USFA) federally funded programs
• Technical knowledge and proven ability to effectively evaluate and improve internal financial systems and procedures
• Food service industry standards for food production, inventory management, food service organizational structure and food service system models, personnel and facilities management
• Food, supplies and equipment procurement
• Well-versed in procurement laws and regulations and the differences between city, state and Federal guidelines)
• Experience with Marketing, Operations and emergency planning
• Experience in analyzing, improving and/or developing an effective training program to meet ongoing and future needs within a work setting
• Facile with business management through the use of technology
• Can direct, motivate, coach and mentor professional staff and operating staff
• Exceptionally strong interpersonal skills

Qualifications - Preferred:
• Master’s Degree in Food Science and Nutrition, Dietetics, and Institutional Administration, Food Systems Management, Business or Educational Administration, or other related
Experience with public health standards, food safety and sanitation techniques
Operating knowledge of nutrition requirements and menu planning
Experience in a government setting
Public speaking capability; media relations experience; stakeholder relations

Terms: Managerial, E81. City of Boston Residency is Required.
Boston Residency requirement - Must be a resident of the City of Boston or be able to move within 12 months.
Applicants should provide three current professional written references with contact information.

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, employment, or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.

Shift Type Central Office
Salary Range E81 ($142,800)
Salary Code 1.0 FTE
Job Category Executive Director E (NonAcad) (S31024)
External Job Application Central Office
Location Central Office - Food & Nutrition Services
Posting Status Active

Job Application Timeframes
Internal Start Date General Start Date 11/24/2021
Internal End Date General End Date 01/05/2022

Job Pools
Pool Name Quantity Requisition ID Requisition Title
Default 1

Alternate Job Contact
Name Title
Location Phone
Email

References
Automatically Send No Reference Check
Reference Check Form