

EXECUTIVE DIRECTOR: FOOD AND NUTRITION SERVICES

JOB STATUS: OPEN

POSTING NUMBER: 00065250

SCHOOL YEAR: 2025-2026

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 06/22/2025 04:00 PM

POSTING NUMBER: 00065250

LOCATION: 091:FOOD & NUTRITION SERVICES

POSITION TITLE: EXECUTIVE DIRECTOR: FOOD AND NUTRITION SERVICES

JOB DESCRIPTION:

Provides visionary leadership and strategic direction for school meals programs, ensuring cost-effective operations and responsible management of a multimillion-dollar budget.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS: Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Establishes and implements budgeting and financial management consist with federal, state and local requirements.
- Administers and directs the development, implementation, and maintenance of District food services programs.
- Interprets and applies U.S. Department of Agriculture and State Food Service regulations and policies in the development and implementation of District food services programs.
- Develops and maintains District Food Services policies and procedures.
- Monitors the preparation and maintenance of accurate and complete records and reports as required by law, State directives, District policy, and administrative regulations.
- Supervises and evaluates direct reports
- Approves USDA commodities usage of entitlement.
- Directs preparation of, and sets standards for bid specifications for food, supplies, and equipment and makes final determination for awarding bids.
- Attends and/or conducts meetings and participate on committees within area of specific responsibility, as required.
- Works with designated District administrators to plan and design new kitchen facilities and make recommendations for equipment purchase.
- Advises the foodservice staffing coordinator on matters regarding cafeteria employee negotiations and acts as a member of the negotiation team.
- Establishes the organizational framework for developing and achieving department and district strategic plan.
- Monitors evaluation of each school food service unit to determine its effectiveness in achieving program goals.

DUTIES: In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations.
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

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- Effective communication skills, both verbal and written.
- Flexibility1 organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.

- Ability to meet deadlines, work on multiple projects and coordinate the work of others.

REQUIREMENTS:

MINIMUM REQUIRED EDUCATION, LICENSES, CERTIFICATIONS, EXPERIENCE AND SKILLS:

- Bachelor's degree in dietetics, nutritional management or related field.
- Membership in the School Nutrition Association
- Management and leadership skills.
- Experienced with computerized point-of-sale and back-of-the-house implementation.
- Ten years' experience in managing multi-million dollar school food service.
- Registered Dietitian with current NM license or School Nutrition Specialist Credentialing within one year of hire

CONTACT INFORMATION:

Contact: Gabriel Jacquez at / gabriel.jacquez@aps.edu

APPLY TO:

Apply at www.aps.edu and submit a District Support application.

A cover letter, resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for your application to be considered complete. The cover letter and resume are considered valid for one year from the submission date.

ADDITIONAL INFO:

GRADE / LEVEL: DSE17

SALARY: \$119,264.36

DAYS: 256

HOURS: 8

START DATE: ASAP

[ADA Compliance](#)