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**JOB DESCRIPTION**

**Position Title**: Director of Food and Nutrition Services

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time (37.5 hours per week), Exempt

**Pay Rate:** $60,000 – $70,000

**Standardized Benefits**: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**EXPECTATION OF ALL EMPLOYEES:**

Support the Agency’s mission—*Strengthen the individual, enhance the family, and protect the vulnerable, with human services based on Jewish values.*

**JOB SUMMARY:**

The Director of Food and Nutrition Services is responsible for the general oversight (including programming, financial, staff engagement, and advocacy) of the following programs: the *Hand Up Youth Food Pantry*, *Foodmobile*, and Senior Nutrition. This position also oversees all operations of the commercial Kosher Kitchen.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the strategic and tactical oversight of the Food and Nutrition Services Department including:

* Program oversight, implementation and innovation: ensure that current programming is operating well and identify opportunities to improve and grow food and nutrition programming.
* Financial and contract compliance oversight: prepare and oversee program budgets, ensure contracts are operating in compliance with the scope of work, monitor financial reports and participate in financial and compliance related meetings, identify ways to increase financial efficiency.
* Program Evaluation and Impact Measurement: Ensure that program is achieving desired outcomes, participate in improving food and nutrition programs impacts. Collaborate with Community Impacts staff.
* Supervise, Manage and Engage staff: perform management duties including hiring, engagement, and termination of direct employees.
* Support and Strengthen Partnerships, both internal and external: increase collaboration with other JFS programs and services to ensure that the organization is achieving its goal of putting the client at the center. Increase external partnerships to advance the organizational vision of partnering for greater impact to improve the lives of the clients we serve.
* Collaboration and Partnership with JFS support functions including: Fundraising, Marketing, Accounting, Human Resources, Volunteer Engagement, IT and Business Services.
* Supervise, manage, and engage volunteers: Evaluate current volunteers’ engagement in the department and identify opportunities to increase/improve volunteer recruitment, opportunities, retention and recognition.
* Represent JFS Food and Nutrition services at community meetings, events, and other opportunities with the goal of improving services and increasing awareness.
* Adheres to agency policies & protocols.

**MINIMUM DESIRED EDUCATION AND EXPERIENCE:**

* Bachelor’s degree in business administration, non-profit management, dietician, and/or hospitality preferred
* Certified Professional Food Manager
* 5+ years of staff and volunteer management experience
* 5+ years of experience working with production and distribution of food and/or nutrition services
* Marketing, and finance experience preferred

**MINIMUM DESIRED JOB KNOWLEDGE, SKILLS AND ABILITIES:**

*Job Specific:*

* Must have high level of knowledge of food systems, healthy nutrition, and kitchen operations
* Must have high level of comfort working with diverse populations
* Knowledge of governmental agencies and contract compliance (or transferable skills in this area)
* Excellent manager and collaborator

*Language:*

* Good to excellent spelling, grammar and written communication skills
* Excellent telephone and oral communication skills
* Ability to read and interpret documents such as memos, general clerical documents, project and grant reports, safety rules, instruction booklets and manuals
* Ability to write well (e.g., memos, reports, e-mails, agendas, minutes)

*Mathematical:*

* Ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions and decimals
* Ability to analyze data

*Reasoning:*

* Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
* Ability to deal with problems involving several variables

*Computer:*

* Proficiency in Word, Excel and Outlook
* Ability to write clear concise e-mails

*Physical:*

* Position will require occasional lifting, carrying, pushing, and pulling of items 25lbs or less.

Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier, more resilient San Diego. If this is your passion as well, this might be the opportunity for you.

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.