



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> Operations Director, School Nutrition Unit</p>	
<p><b>JOB SUMMARY:</b></p> <p>To perform highly responsible administrative work in the food industry. Plans, co-ordinates and directs the School Nutrition Programme in Tobago. Advises the Division of Education, Research and Technology on the development of programmes and reports on their progress, prepare estimates and supervise staff engaged in related work. Ensure compliance with policy directives and identify training needs at the unit. Work is performed with some degree of independence within broad policy guidelines and reviewed for effectiveness through reports and discussions.</p>	
<p><b>REPORTS TO:</b></p>	<p>Administrator</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	<p>All staff in the Nutrition Unit</p>
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Plans, co-ordinates and directs the operations of the School Nutrition Programme in Tobago</li> <li>• Advises the Division on all matters related to the School Nutrition Unit including measures for its improvement and reports on its operations and progress.</li> <li>• Supervises professional and non-professional staff engaged at the Unit</li> <li>• Prepares estimates for the programme and ensures the release and proper control of expenditure</li> <li>• Identifies and plans for the training needs of the subordinate staff.</li> <li>• Ensures that the policy directives of the Division are implemented.</li> <li>• Lectures to parents, teachers, students and other interesting groups on the aims and objectives of the School Nutrition Unit and on the industry in General.</li> <li>• Performs related work as may be required.</li> <li>• Related duties as may be assigned.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates successful execution of business strategies.</li> <li>• Direct short term and long-range planning and budget development to support strategic goals.</li> <li>• Develop, establish and direct the execution of operating policies and objectives.</li> </ul>



	<ul style="list-style-type: none"><li>• Sound working knowledge of budgeting, business development and strategic planning.</li><li>• Extensive knowledge of the principles, techniques and practices of Business Administration.</li><li>• Considerable knowledge of the development problems of the food industry</li><li>• Knowledge of financial rules and regulations of the Public Service</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to plan, organize and administer the activities of a group of professionals and non-professional subordinates.</li><li>• Ability to assess trends in the food industry and to organize programmes to fulfill the needs of the School Nutrition Unit.</li><li>• Ability to identify and plan for the training needs of subordinate staff</li><li>• Ability to express ideas clearly and concisely both orally and in writing.</li><li>• Ability to establish and maintain effective working relationships with a number of associates.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>• Training as evidenced by the possession of a Master's Degree in Business Administration, Food Preparation, Public Administration or equivalent tertiary qualification.</li><li>• At least ten years experience in the food industry.</li><li>• At least five years experience at a supervisory or managerial level.</li></ul>	