



## **Director of Child Nutrition**

### **Purpose Statement**

The job of Director of Child Nutrition is done for the purpose/s of directing food and nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established Child Nutrition guidelines.

This job reports to Business Administrator

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

Coordinates with outside agencies (e.g. ServSafe, HACCP, SNA, etc.) for the purpose of providing certificate training to staff.

Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.

Facilitates meetings, trainings, and workshops, etc. for the purpose of providing proper training, identifying issues, developing recommendations, and supporting other staff.

Inspects cafeterias (e.g. uniforms, kitchen safety, etc.) for the purpose of ensuring healthful and sanitary conditions.

Maintains manual and/or electronic files and records (e.g. nutritional, financial, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.

Manages a wide variety of nutritional programs for the purpose of ensuring district compliance with established guidelines.

Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Orders all commodities (e.g. food, equipment, uniforms, etc.) for the purpose of maintaining adequate quantities of required items and completing jobs efficiently.

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel functions (e.g. interviewing, hiring, evaluating, supervising, terminating, transferring, providing substitute personnel, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Plans all the menus (e.g. breakfast, lunch, after school snacks, etc.) for the purpose of ensuring that all meals meet state and federal nutritional guidelines.

Plans and follows through to completion on specifications and bids for new equipment or remodeling of schools dealing directly with outside vendors and agencies for the purpose of ensuring that the proper equipment is obtained and personnel are properly trained.

Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.

Trains managers, cooks, clerks, etc. (e.g. special diets, job responsibilities, nutritional standards, safety standards, audits, use of equipment, etc.) for the purpose of ensuring proper nutritional, financial, and safety standards are met and developing professional awareness.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's starting date.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis.

At least 1 year of management experience, preferably in school nutrition, is strongly recommended.

At least 3 credit hours at the university level in food service management plus at least 3 credit hours in nutritional sciences at time of hiring is strongly preferred.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; maintaining confidentiality; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 40% walking, and 0% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

ServSafe certificate, SNA Certified, and Food Handler's Permit

**Continuing Educ. / Training**

State office training three times per year and CNP annually.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

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