

## **Child Nutrition Director**

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### *Education and/or Experience*

- Bachelor's degree (B. S.) in Food Systems Administration, Nutrition, Dietetics or Hotel Restaurant Management or Business Administration required from an accredited four-year college or university; Master's Degree in the related areas for BS Degree is Preferred
- Eligible to obtain State Department of Education Certification in Child Nutrition is required
- Must be ServSafe Certified
- Quantifiable record of success in volume food service with a basis in sustainable practices.
- Minimum of 1-2 years of supervisory experience required
- Experience in school nutrition preferred
- Good communication skills and good customer service skills
- Supervisory experience preferred

#### *Skills*

- Ability to work with all employees communicating at the appropriate level to accomplish the child nutrition program requirements
- Ability to effectively present information and respond to questions from principals, parents, district personnel child nutrition managers and employees.
- Evaluate each school's child nutrition operation to optimize meal serve for students and school district employees
- Ability to work with Superintendent and Chief School Finance Officer to analyze and interpret child nutrition financial reports to ensure U.S. Department of Agriculture (USDA) federal regulations are followed.
- Operate point of sale system to ensure accuracy of meal counting and claiming
- Evaluate fixed assets and recommend maintenance and/or replacement as needed
- Plan menus following USDA requirements

- Proficient in all standard Microsoft Office programs including Outlook, Excel, Word, and PowerPoint.
- Knowledgeable of food production and food purchasing
- Knowledgeable of bid procedures
- Unquestioned integrity and commitment to the Board of Education's mission
- Demonstrate a commitment to continue professional development individually and for CNP staff
- Willingness to be flexible and to go above and beyond to meet the needs of students
- Perform other duties as assigned by the Superintendent

## **RESPONSIBILITIES:**

### **Direction, Leadership, Communication and Personality**

- Understand and further develop the Child Nutrition program's vision and articulate it to stakeholders through regular communication, registration, food service programs, public and community outreach.
- Employ exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with staff, students, purveyors, farmers, and teachers, as well as all of the stakeholders
- Actively stay abreast of food and nutritional developments specific to youth and create ways to incorporate that knowledge into the school district's child nutrition program
- Provide direction and support for all food service programs including, garden club, cooking & nutrition as a college ready skill, campus gardening program, and wellness fairs.

### **Knowledge (and ability to translate knowledge) of Sustainable Food Preparation, Recipes and Menus**

- Oversee the development of recipes and the planning of menus, keeping in mind that all food served must be of the highest possible quality and comply with USDA guidelines.
- Evaluate and incorporate appropriate foods from USDA commodity program into weekly menu plan
- Develop innovative strategies to ensure the use of fresh, seasonal, sustainably grown ingredients from local farms
- Act as the district authority on matters of compliance.

### **Supervision and Training**

- Interview, hire, discipline, conduct performance reviews, and terminate staff in compliance with District personnel practices
- Develop department goals and objectives through the continuous improvement dashboard
- Facilitate and orchestrate departmental mandated and general training as required by law

## **District-wide Administration and Financial Management**

- Responsible for weekly/monthly shift schedules, product and supply inventories, the evaluation of food costs, and accurate employee, sales, materials and food production records
- Ensure all required reports are accurately maintained and delivered in a timely manner
- Maintain interoffice department, inter-department and community correspondence and communications

## **Facilities Management and Maintenance—including design and development of existing and future facilities**

- Oversee and implement a system that ensures all equipment is maintained in good repair and safe working order
- Ensure all cafeteria equipment will be brought up to and kept at a level of maintenance which allows for the types of culinary cooking techniques and service levels

## **Working knowledge of all national, state and city health, sanitation and safety policies, laws and guidelines**

- Represent the district's program and work closely with the Alabama State Department of Education to ensure strict adherence to standards and guidelines while maintaining federal regulatory compliance.
- Establish continual staff development to ensure the practice of procedures necessary to safely and sanitarily handle food

**Reports to:** Superintendent

**Terms of Employment:** Twelve-month contract (240 days). Salary based on the Board's salary schedule at the appropriate certification and rank.

**Evaluation:** Performance of the job will be evaluated in accordance with provisions of the Board's policy on Evaluation and Professional Personnel.

Adopted: June 16, 1992

Revised: January 17, 2006

Revised: September 13, 2016