JOB DESCRIPTION

TITLE: Child Nutrition Director

QUALIFICATIONS:
- Bachelor's degree in related field
- Nine semester hours in Food & Nutrition
- Semester hours in Business Management, Accounting, or Educational Administration
- State recognized certificate for School Nutrition Program Directors
- Two (2) years of relevant school nutrition experience, preferable as a Child Nutrition manager
- Serve Safe certification
- Good physical condition with the ability to lift 10 pounds

JOB GOAL: Develops, administers, and supervises the district child nutrition program through program planning, personnel management, facilities planning, and marketing and communication planning.

REPORTS TO: Director of Organizational Support

SUPERVISES: Employees of Child Nutrition department

PERFORMANCE RESPONSIBILITIES:
- Use the SCCSD School Board Policy Manual, Public School Accountability Standards, and Mississippi Code as the directives for operations
- Plan menus and selects standard recipes to be used in the preparation and serving at minimum cost based on sound nutritional adequacy set by USDA
- Serve as purchasing agent for food, supplies, and equipment under the regulations of USDA and the district policy
- Receive, store, and plan the use and distribution of USDA donated foods
- Establish procedures for the transfer of food and equipment among the schools of the district and from the warehouse to the individual school
- Develop and administer accurate accounting procedures and records for proper management of money, labor, food, supplies, and other cost
- Oversee depositing and reporting of school lunch monies
- Recommend new hires, re-assignments, and transfers of child nutrition personnel as deemed necessary to secure the highest efficiency of the child nutrition staff
- Standardize and administer personnel policies and regulations regarding routine matters of management, work performance standards, and work schedules
- Plan and direct in-service/staff development training activities for Child Nutrition personnel
- Supervise the operation and maintenance of equipment which involves preparing work orders, calling in emergencies, and follow-ups on completion
- Record and maintain perpetual inventory of all purchased items including food and equipment.

- Prepare and submit all forms and reports necessary for the operation of the Child Nutrition department, including policy statements and agreement, USDA, etc.
- Coordinate the administration of the free lunch program in all schools in accordance with the guidelines as formulated by the Mississippi Department of Education and the United States Department of Agriculture
- Work with child nutrition staff to ensure cleanliness and functionality of all school cafeterias
- Write specifications for equipment, reviews bids, and selects items to be recommended for purchase
- Assist instructional staff members in various schools with efforts in nutritional education
- Discuss with principals, teachers, and parents, regulations concerning free/reduced lunch program and suggestions to improve services of the Child Nutrition department
- Ensure the delivery of food and supplies to the various schools
- Attend local, state, and national workshops and conferences to maintain competence and increase professional growth
- Keep the superintendent and school board informed on changes in policy/regulations and new trends in child nutrition
- Assist in the verification of expenditures in the Child Nutrition budget
- Collect and maintain documentation to ensure compliance with State Process Standards
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: __SCCSD School Board_____ Date: _____

Reviewed and agreed to by: _____ Date: _____
   (Employee)

   _____ Date: _____
   (Supervisor)