

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Assistant Child Nutrition Director

**QUALIFICATIONS:**

- Bachelor's degree in related field
- Nine semester hours in Food & Nutrition
- Six 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:** To assist the Child Nutrition Director in developing, administering, and supervising the district child nutrition program through program planning, personnel management, facilities planning, and marketing and communication planning.

**REPORTS TO:** Child Nutrition Director

**PERFORMANCE RESPONSIBILITIES:**

- Use the SCCSD School Board Policy Manual, Public School Accountability Standards, and Mississippi Code as the directives for operations
- Collect and maintain documentation to ensure compliance with State Process Standards
- Prepare and conduct professional development sessions for Child Nutrition department
- Conduct manager meetings and Monitor ASCP and Maintain fixed asset records
- Monitor snacks for Pre-K programs
- Maintain all wellness policies
- Accommodate students with special dietary needs
- Order supplies for Child Nutrition department
- Order all commodities
- 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)