

TITLE: Director of School Nutrition

QUALIFICATIONS: 1. Bachelor's Degree or higher in food service related field.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOALS: To ensure the students have attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Helps establish, interpret, and implement standards and policies for the school nutrition program.
2. Consults regularly with principals concerning food services management, nutrition, and educational aspects of the program.
3. Guides and works with principals and managers in implementing the program in accordance with local, state, and federal requirements.
4. Responsible for the overall operation of the program in the system by training potential managers, planning menus, developing written specifications for food, equipment, and supplies for school food operations, and conducting training program for all school nutrition personnel.
5. Works with principals, teachers, and school nutrition managers in nutrition education activities in the schools.
6. Publicizes and interprets the School Nutrition Program to the community.
7. Conducts a management evaluation annually of the School Nutrition Program.
8. Makes supervisory visits to the schools and provides appropriate follow-up observations or requests noted during visits.
9. Provides resources and consultation for the school nutrition manager to use in on-the-job training programs for employees.
10. Consults with the local health department in implementing sanitation and health standards.
11. Makes application for USDA commodities and coordinates distribution to the school.
12. Supervises the issue of bids for food, supplies, and equipment.
13. Supervises all financial accounts, making certain that all required records and reports are accurate and up-to-date.
14. Evaluates lunchroom manager.
15. Works with Superintendent and Board to outline lunchroom needs and establish cost of meals for students and staff.
16. Performs other such tasks and other such responsibilities as the Superintendent may from time to time assign.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.