

**Qualifications:**

- Four year college or university degree in foods and nutrition, dietetics, home economics, business administration or related field.
- Five years experience in food service in a commercial or institutional setting.
- Two years experience at the management or administrative level.
- Or an equivalent combination of education and experience.

**Supervises:** Child Nutrition Staff

**Nature of Work**

This position is responsible for the administration of the Child Nutrition Program within a school district. The Child Nutrition Programs include the National School Lunch and School Breakfast Programs, the After School Snack Program, the Seamless Summer Food Service Program and other programs available through the US Department of Agriculture. Work is directed through the interpretation of federal and state regulations and a variety of nutritional, operational and financial policies and procedures established by the US Department of Agriculture and the NC Department of Public Instruction and State Board of Education. This employee exercises considerable discretionary judgment and analysis in the identification and resolution of problems. The employee receives general direction from the Superintendent or other designated administrator of operational and/or support services. The Child Nutrition Director is responsible for the oversight of the Child Nutrition Program on behalf of the local Board of Education and directly supervises Child Nutrition personnel including, but not limited to supervisor, accountant/bookkeepers, data management personnel, school nutrition managers, support staff and other school nutrition personnel.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of food systems management, including the purchasing, receiving, storage, preparation and service of meals to students.
- Thorough knowledge of the principles of optimal nutrition as applied to students.
- Thorough knowledge of Federal and State regulations, policies of the NC Department of Public Instruction/State Board of Education pertaining to the operation of the Child Nutrition Program and various nutritional, operational and financial procedures as prescribed by the US Department of Agriculture.
- Considerable knowledge of fiscal control and the budget management practices.

- Considerable knowledge of Federal and state regulations governing the procurement of food, supplies, equipment, technology and services in the Child Nutrition Program.
- Considerable knowledge of personnel management practices.
- Considerable knowledge of principles of adult learning.
- Working knowledge of facility/equipment maintenance procedures.
- Ability to develop and provide training programs for school nutrition personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain positive working relationships.

**Essential Job Functions:**

- Interviews candidates for employment.
- Recommends child nutrition personnel to be hired, disciplined, discharged or promoted.
- Prepares required document for personnel decisions.
- Supervises personnel within the Child Nutrition Program.
- Implements employee performance management system.
- Conducts appropriate staff meetings.
- Determines staff training/development needs.
- Develops/Implements appropriate staff training and development.
- Establishes staffing formula for schools to ensure optimal productivity.
- Balances labor and food costs to promote operational success.
- Projects annual operating budget and manages the budget on a monthly basis.
- Develops implements and monitors internal controls to ensure financial accountability and program integrity.
- Establishes inventory management and control systems.
- Projects operating costs based on meal equivalents.
- Projects revenues and expenditures.
- Prepares justification for budget requests.
- Recommends meal and a la carte sales prices.
- Tracks revenues and expenditures by object codes.
- Implements and monitors a reliable system of cash management.
- Oversees payment of invoices in an accurate and timely manner.
- Maintains fixed asset inventory.
- Prepares required reports.
- Retains appropriate financial and participation records.
- Develops and revises (as needed) the district's Child Nutrition Program procurement plan and ensures the plan is consistent with Federal, State and local procurement regulations and policies.
- Develops and submits product bid specifications for all foods and supplies to prospective vendors.
- Evaluates bids and product quality prior to awarding contracts.
- Recommends vendors to receive product contracts.
- Monitors Terms and Conditions of the contracts to ensure Contractor compliance.
- Oversees testing of products.

- Develops and submits Requests for Proposals for on-food items including equipment, technology/software and services.
- Conducts Competitive Negotiations with potential vendors as needed.
- Enforces the districts Procurement Code of Ethics to ensure integrity in the procurement process and prevent potential conflicts of interest.
- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.
- Provides leadership in developing recipes following USDA guidelines.
- Ensures production records are completed accurately each day in each school within the district.
- Plans menus for breakfast, lunch, snack, summer and catering programs.
- Ensures meals and/or snacks served to students meet USDA requirements.
- Establishes quality control procedures to ensure high quality school meals program.
- Plans/oversees special events catering.
- Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students.
- Ensures an accurate meal counting/claiming system throughout the district.
- Ensures compliance with Federal laws, State General Statutes, policies of the NC State Board of Education and policies/priorities of the local Board of Education.
- Develops implements and monitors the district's mandated HACCP Plan and ensures each school is inspected at least quarterly by the local Department of Health.
- Contributes to the nutrition and nutrition education components of the district's local wellness policy; serves as part of the district's Coordinated School Health Team.
- Conducts routine on-site reviews of all facilities operated by the districts.
- Implements Corrective Action when needed to address any deficiencies identified with the district's Child Nutrition Program.
- Monitors the district's Agreement with the NC Department of Public Instruction/State Board of Education to ensure the district is in compliance with the provisions of the legally-binding Agreement.
- Monitors the district's use of Federal funds to ensure they are used only for allowable purposes.
- Evaluates and projects facility and equipment needs for the Child Nutrition Program.
- Coordinates maintenance and repair of equipment and facilities with internal and external sources.
- Conducts follow-up on completed repairs and maintenance.
- Develops social marketing plans to involve students, parents, school personnel and community partners in the district's Child Nutrition Program.
- Seeks and responds to student, parent, media, community and other concerns.
- Maintains relationships with community agencies and collaborates to achieve mutual goals.
- Prepares appropriate newsletters, news releases, and brochures to inform, involve and engage the community in various Child Nutrition initiatives.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_