

**Director of Child Nutrition***Classified Position – 7221**Certified Position -- 0070*

<u>Salary</u> Specialized Classified Position per Salary Schedule	<u>Days</u> 260 (classified)	<u>Reports to:</u> Assistant Superintendent
Certified per Salary Schedule	240 days (certified)	

**SCOPE OF RESPONSIBILITIES**

Oversee the functioning of a medium (student enrollment of 2,500 to 9,999) district-wide food service program, ensure cost effectiveness and compliance with district, state, and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement, and record keeping; select, supervise, and evaluate the performance of assigned personnel.

**PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

1. Oversee a district-wide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations, and safety and sanitation procedures.
2. Select food service employees; assign, schedule, and evaluate food service personnel; determine re-assignments, discipline, or termination as appropriate.
3. Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
4. Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train, and assist employees in the proper handling of foods, correct use and care of equipment, and in maintaining high standards of sanitation and safety.
5. Consult with school principals, other administrators, parents, and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs, and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations, and personnel department representatives to coordinate functions with food service operations.
6. Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
7. Establish quality standards for the presentation and service of food. Implement a district-wide customer service driven policy that focuses on value and satisfaction.
8. Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
9. Develop and integrate employee safety regulations into all phases of the school food service program.
10. Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
11. Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory, and cost control records.
12. Develop cost-effective menus that maintain nutritional integrity and meets all local, state, and federal guidelines and regulations.
13. Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.

14. Work with school staff, teachers, parents, and physicians to plan menus for children with special dietary needs.
15. Implement a plan for providing food service for special functions consistent with district policies.
16. Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases, and recommendations as appropriate.
17. Determine equipment needs and specifications consistent with program needs and budget.
18. Implements a program for continuous self-development and professional growth
19. Earn at least 15 hours continuing education each year
20. Maintains regular and predictable attendance
21. Adheres to the professional code of ethics
22. Successfully utilizes technology as appropriate in job function
23. Performs any other duties assigned by the Superintendent

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Meal production, planning, and scheduling
- Applicable district, state and federal laws, rules and regulations related to food service
- Quantity food merchandising
- Nutrition, sanitation, and operation regulations and requirements
- Practices and procedures used in ordering, receiving , storing, and inventory of food and supplies
- Budget preparation and control
- District organization, operations, policies, and objectives
- Record-keeping techniques
- Principles and practices of supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Inventory methods and practices

### ABILITY TO:

- Plan, coordinate, and manage a district food service program
- Assure compliance with district, state, and federal requirements relating to food service
- Coordinate and supervise master menu planning
- Train others in the preparation and serving of food in large quantities
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Schedule, supervise, and evaluate staff
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer as required
- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little direction

## MINIMUM QUALIFICATIONS

Effective July 1, 2015, a School Food Service Director II must meet the following minimum education standards:

1. Bachelor's degree, or equivalent education experience, with academic majors in specific areas \*;  
OR

2. Bachelor's degree in any academic major; and state recognized certificate for school nutrition directors; OR
3. Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; OR
4. Associate's degree or equivalent educational experience, with academic major in specific areas\*, and at least two years of relevant school nutrition programs experience.
5. Other qualifications as established by the Hopkins County Board of Education

\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

DRAFT