



Fayette County Public Schools, KY

JOB DESCRIPTION – Associate Director of Child Nutrition

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

Associate Director of Child Nutrition

Job Class Code: TBD	Position Type: Salaried
Job Type: Administrative - Classified	Pay Grade: Salary calculations are based on verified education and related experience levels Administrative additive level: 05
Reports To: Superintendent's Designee	Supervises: Assigned Staff
Work Calendar Name: 12 month salaried	Days in work calendar: 240

JOB SUMMARY

Assists Director of Child Nutrition in supervising the functioning of the district-wide food service program, ensuring cost effectiveness and compliance with federal, state, local and district requirements regarding purchasing, financial accountability, nutrition standards for menu planning/recipe development, sanitation/HACCP, safety and record management to provide nutrition services which support the educational process and facilitate student achievement.

ESSENTIAL JOB FUNCTIONS

- Assists the Director in planning, organizing and executing the child nutrition program.
- Monitors site-based program compliance and operational performance for the child nutrition program.
- Oversee the following programs (not limited to): CACFP at risk dinner program, Farm to School, Fresh Fruit and Vegetable program, promotions/rebates, HACCP/food safety & temperature monitoring programs, professional standards tracking.
- Establish and/or revise standard operating policies and procedures; oversee all aspects of the district child nutrition operations.
- Assist with specification for the purchase of food, supplies and equipment; review bids, make purchase recommendations as needed.
- Assist in review of the food service budget; and analyze financial and operating statements as



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needed.

- Implements and manages menu planning software programs.
- Manages regulatory program operations in absence of the director.
- Evaluate the financial position of school cafeterias; advises supervisor/managers on ways to improve financial positions.
- Promote and oversee departmental marketing promotions.
- Interview applicants for food service employment as needed.
- Attend administrative staff meetings and professional meetings.
- Maintain required level of hours for professional standards by attending/participating in professional learning opportunities related to child nutrition operations as approved/directed by the director.
- Supervise the training process for the district food service program operations, analyze effectiveness and assure compliance with district, state and federal laws, regulations.
- Oversee and maintain a high standard of sanitation and food safety/HACCP in the district.
- Assists Director with state and federal regulatory compliance regarding the National School Lunch Program, the National School Breakfast Program, and the Commodities program.
- Assists Director with policies or policy revisions related to the child nutrition office of food service.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

KNOWLEDGE AND ABILITIES

- Federal and state regulations governing child nutrition programs; nutrition standards, USDA foods, free & reduced meals, professional standards and competitive sales.
- Develop/implement cycle menus, nutrient analysis, follow nutrition standard guidance, creates standardized recipes for all products.
- Nutrition, sanitation and operation regulations and requirements. (HACCP & Food Code)
- Administrative computer programs for point of sale, back of house, online menus, google, office, etc.
- Interpersonal skills using tact, patience and courtesy.
- Direct and coordinate various district food service programs relating to food and equipment procurement, nutritional and safety requirements, financial and operational efficiency.
- Oversee a variety of operations and training programs and policies.
- Assure compliance with federal, state, local and district requirements relating to food service operations.
- Demonstrate strong leadership skills.



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- Work cooperatively with a diverse group of people.
- Communicate effectively in writing.
- Use computer applications for data collection, statistical analysis and preparation of correspondence.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree with academic major or concentration in food and nutrition, food service management, dietetics, business administration, or related field
- Minimum of 3 years of experience in the field of quantity food preparation and food service management.

Licenses or Certifications:

- Valid Food Service Permit issued by the Department of Health
- Must complete the training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.
- School Nutrition Specialist or Level 4 School Nutrition Association Certificate (hold or obtain within first year of employment)

Special Requirements:

N/A

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Job Description Creation Date:	09/2026
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The Fayette County Board of Education is an Equal Opportunity Employer. The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age or disabling condition or limitations related to pregnancy, childbirth, or related medical conditions.