

CN: Director for Child Nutrition

<u>Reports to:</u>	Assistant Superintendent for Operations
<u>Supervises:</u>	All Child Nutrition Employees
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Pay grade 72

- Qualifications:**
- Experience in nutrition, business administration, dietetics or related field preferred
 - Four years of supervisory experience in child nutrition, commercial or institutional setting, and two years of experience at the management or administrative level or equivalent combination of education and experience
 - ServSafe certified or related sanitation certification

Essential Job Functions:

- Provides leadership in implementing a district wide food service program that focuses on customer satisfaction, nutritional integrity, product quality and budget responsibility
- Establishes procedures for developing, implementing and evaluating goals/objectives
- Administers and directs the implementation of Child Nutrition programs in compliance with federal, state and local regulations
- Interprets school food service and nutrition education program needs to federal, state and local policy makers
- Implements the appropriate use of information system
- Establishes program standards and directs implementation to ensure operation of a nutritionally and fiscally sound program
- Evaluates each school food service unit to determine its effectiveness in achieving program goals and compliance with federal, state, and local rules and regulations
- Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program
- Establishes and implements budgeting and financial management systems consistent with federal, state and local requirements
- Establishes a comprehensive program for personnel management in cooperation with managers, administrators and other appropriate personnel
- Develops an effective system to include monitoring for quality food productions and service
- Establishes a system for the procurement and distributions for food and non-food supplies

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- Determines facility needs and schedules replacement of equipment
- Implements sanitation standards and conducts training for proper handling of all food products
- Implements standards and controls for safety and efficiency in facility design
- Establishes a school nutrition program marketing system for the district
- Establishes effective working relationships with appropriate members of all departments in the school district and allied agencies
- Develops and maintains an effective communication and public relations program
- Implements a program of continuous self-development and professional growth for food service employees
- Administers personnel policies, applies corrective personnel action as required, and develops personnel requirements
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 50 pounds of force occasionally and up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- obtain considerable knowledge of the requirements of the Child Nutrition Program
- use and maintain equipment used in food service cafeterias
- display a working knowledge of institutional packaging of food products
- compute servings per purchased unit
- communicate well with parents, school and program staff, vendors, and the general public
- competently use a variety of computer applications including Microsoft Word, Excel, Works, etc.
- competently use the Education Management Systems Cafeteria Manager Program
- display a working knowledge of accounting procedures and practices
- obtain ServSafe certification or related sanitation certification
- use auditory acuity at a level to communicate effectively with customers and employees in direct conversation as well as by telephone
- use visual acuity to read and analyze information in hard copy or on computer screens
- express and exchange ideas effectively by spoken word