

# CHILD NUTRITION DIRECTOR

## *Job Description*

**Title:** Child Nutrition Director

**Minimum Qualifications:**

- Bachelor of Science Degree
- Meet all Requirements from Office of Child Nutrition from the Mississippi Department of Education

**Reports To:** Superintendent of Education

**Job Goal:**

- To develop standards for prompt, courteous and efficient service for all child nutrition clientele. To establish rapport with staff and students while complying with all legal requirements and regulations.

**Performance**

- Prepares, administers and operates program within department
- Budget purchases and maintains an inventory of all foods, supplies and equipment
- Recommends policies, and goals for the Child Nutrition program.
- Implements control in all cost categories such as labor, foods, supplies and operating expenses.
- Cooperates and provides documentation for Child Nutrition audit.
- Develops, publicizes, provides nutritional analysis and monthly school menus.
- Supervises the planning and preparation of any special meals required for district sponsored events.
- Document cases for termination of employed personnel.
- Facilitates development of sanitation procedures and cleaning schedules.
- Establishes quality standards in the presentation, merchandising, taste and service of food.
- Provides nutrition training as requested by faculty members.
- Interviews, screens and recommends appointment of all child nutrition personnel
- Promotes customer service by supporting a customer friendly program
- Visits and inspects child nutrition facilities and operations on a regular basis.
- Makes application for government commodities and plans the distribution and transfer of these items.

- Completes contracts with the state agency to receive government reimbursements to operate the Child Nutrition Department and monitor the receipt of these monies.
- Reviews and evaluates all request and recommendations for purchase of new and replacement equipment
- Provides continuing professional development for all employees in a broad range of program areas and provides orientation to newly hired employees.
- Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
- Supervises free and reduced price meal applications and verification processes.
- Promotes awareness of the services offered and of the health and benefits gained by children who participate in the child nutrition program.
- Develops and completes a critical H.A.C.C.P plan for the Child Nutrition Department.
- Supports the Itawamba County School District Mission and Strategic Plan.

**Terms of Employment:**

- Based on 12 month pay scale