

## **Job Title: District School Nutrition Director/Supervisor**

**POSITION SUMMARY:** The District School Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation.

### **ESSENTIAL FUNCTIONS:**

- Administrating, planning, directing assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP.
- The school nutrition professional shall develop a sound nutrition assistance food program while following federal, state, and local guidelines.
- The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.
- Establishes quality standards for the presentation and service of food.
- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management. Financial Management and Recordkeeping
- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies. Food Production
- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management. Program Accountability
- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations. Nutrition and Menu Planning

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Develops short- and long-term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information. Personnel Management
- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget. Environmental Management
- Communicates 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.
- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques. Nutrition Education
- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.

**Qualifications:**

- Minimum of 2 years of experience in the food service area.
- Minimum of an associate degree, or equivalent educational experiences with academic major in food service/nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts or business administration or management.

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools