

**Director Child Nutrition  
New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Child Nutrition**

**TITLE:** Director

**QUALIFICATIONS:**

1. Bachelor's degree in nutrition or a related field.
2. Three to five years experience in the food service industry or a related field and must hold ServSafe certification or equivalent.
3. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To direct, manage and supervise the Child Nutrition Program for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Supervise the Child Nutrition Program for the New Hanover County Board of Education with emphasis on meeting the daily nutritional needs of children and youth.
3. Ensure that the Child Nutrition Program is operated in accordance with all state and federal guidelines.
4. Ensure that the Child Nutrition Program is self-supporting and that it remains financially solvent.
5. Set standards for the quality and quantity of food prepared and served, efficient and sanitary practices in food preparation, the serving of appetizing food, and safety in the individual kitchens and cafeterias.
6. Supervise menu planning, development of recipes and portion control.
7. Select all Child Nutrition personnel, makes personnel assignments to the various cafeterias, ensure that all employees are properly trained and evaluated on performance; work with the cafeteria managers to help resolve personnel problems.

8. Prepare the budget annually and establish salaries for the Child Nutrition personnel.
9. Determine the equipment to be purchased and plan for the maintenance and repair of all cafeteria equipment; survey kitchen equipment arrangements and suggest rearrangement for increased efficiency.
10. Supervise all school cafeterias, checking on the menu, portion sizes, sanitation, staffing, and food waste; sample the food served to children for taste, attractiveness and student appeal.
11. Establish and participate in training programs for all personnel; arrange for personnel training experiences through workshops.
12. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
13. Perform additional duties as directed by the Superintendent or the Assistant Superintendent of Operations.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** School Administrator V

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate thorough knowledge of the requirements of the Child Nutrition Program.
- Demonstrate considerable knowledge of food preparation and serving practices.
- Demonstrate functional knowledge of budgetary principles.
- Ability to develop and maintain productive work relationships.
- Ability to compile and analyze data.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved child nutrition programs and services.