

# Lauderdale County Schools

Florence, AL

## Job Description

Position: Director of Child Nutrition Program

**Department:** Business Operations

**Reports To:** Assistant Superintendent

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: Bachelor of Science Degree in Food Service, Nutrition and or Dietetics or related field from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

**Purpose of Job**

To operate a nutritious, efficient, and financially sound child nutrition program for the school system.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Active in local, state and national professional organizations for child nutrition
- Provide nutrition education at levels to include students, faculty members, principals, school board members, nurses and community areas as requested.
- Develop the Nutrition component of the Wellness Policy for the school system as well as organize the committee for the school system.
- Develop bid specifications for all departmental purchases and select suppliers meeting criteria
- Implement administrative policies and procedures for all areas of procurement and inventory, accounting, budgeting and human resources
- Insures all required records are organized, accurate and maintained for the specified length of time as determined by local, state and federal guidelines
- Oversees the preparation of state and federal reports and claims
- Prepares and administers jointly with the assistant director the department budget to include projecting staffing requirements, operational needs, and revenue projections
- Works in cooperation with the Finance Office to standardize accounting procedures in all cafeterias

- Decides on the type of commodity items to process, organizes commodity test panels, and determines the best approach to take in regard to processing of the commodities
- Insures independent audit of school cafeterias are conducted and coordinates state and federal audits
- Establishes pricing of meals each school year based on projected revenue and expenditure projections
- Assists the Field Managers with completion of the School Regulatory Review to be completed prior to February one each year
- Assists in processing of Free and Reduced Applications
- Inspect school kitchens to see that the employees are operating a safe, clean operational kitchen
- Coordinates and conducts employee training for new employees, substitute employees as well the inservice activities of all current employees
- Maintains ongoing training program for Certification of employees
- Addresses concerns of parents, students, faculty, staff and principals as they relate to the child nutrition operation
- Provide guidance to staff about HACCP requirements
- Provides nutritional information such as Carbohydrate counts to school nurses and assists with special dietary needs as requested.
- Administers personnel policies as they relate to food service
- Maintain a Professional Development file for employee training, managers training, and additional inservice training
- Evaluates employee performance Provide guidance to the Field Supervisor and assist with the development of Production records for Managers
- Works with the CNP Managers to plan menu cycles meeting federal and state regulations
- Recommends modifications to administrative policies when necessary
- Participates in Job Fair for employee recruitment, screens applicants for substitute list and makes recommendations to Human Resource for employees
- Encourages a safe work environment and trains employees to work safely
- Work cooperatively with the Facility Department in new kitchen designs for schools and renovation projects as needed Inspects equipment and make recommendation for equipment replacement
- Assist in delivery of food when necessary
- Assist the Chief Financial Officer on department In-service training and incentive plans for the Finance Department
- Performs such other tasks and assumes such other responsibilities as the Superintendent and/or Assistant Superintendent may from time to time assign or delegate.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***