



Child Nutrition Program Director

Purpose Statement

The Child Nutrition Program Director oversees food and nutrition programs and services, ensuring compliance with guidelines, providing information and resources, and supporting the leadership team.

Supervisory Relationship

Reports to: Business and Operations Manager

Essential Functions

- **Collaboration:** Work with internal and external personnel, including administrators, auditors, public agencies, and community members, to implement and maintain services and programs. This includes establishing advisory committees and fostering partnerships.
- **Department Operations:** Direct operations, maintain services, and implement new programs and processes. Ensure compliance with USDA regulations and district policies, overseeing procurement, menu development, and food safety standards.
- **Health and Safety Inspections:** Conduct regular inspections of district cafeterias to ensure healthful and sanitary conditions, addressing any issues promptly to maintain compliance with health regulations.
- **Program Management:** Oversee various programs, including budget management, inventory control, and menu planning. Ensure district-wide adherence to established nutritional guidelines and standards.
- **Financial Oversight:** Monitor budget allocations, expenditures, fund balances, and related financial activities. Ensure fiscal responsibility by maintaining accurate records and adhering to budgetary constraints.
- **Personnel Management:** Handle all aspects of personnel management, including recruiting, interviewing, hiring, evaluating, and supervising staff. Promote professional development and enhance productivity.
- **Presentations and Reporting:** Prepare and present detailed reports on budget overviews, accounting processes, and distribution formulas to stakeholders. Communicate effectively to ensure transparency and adherence to internal controls.
- **Research and Recommendations:** Investigate new products, safety and health requirements, and relevant laws and regulations. Provide recommendations for purchases, contracts, and process improvements to maintain effective district-wide services.
- **Meetings and Professional Development:** Facilitate meetings and workshops to identify issues, develop recommendations, support staff, and represent the district. Stay updated with the latest trends and best practices in child nutrition.
- **Adhere to School Policies:** Follow and enforce school policies and procedures to maintain a consistent and compliant work environment.
- **Attendance:** Ensure prompt and consistent attendance to meet the demands of the role and support effective operations.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit and address any emergent needs.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and software applications.
- Planning and managing projects.
- Problem-solving and promoting change.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Technical information and document composition.
- Relevant laws, codes, policies, and regulations.
- Personnel processes and standard business practices.
- Program planning and development.
- Quantity cooking and nutritional analysis.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently with diverse individuals and groups.
- Analyze data and operate equipment using standardized methods.
- Adapt to changing work priorities and meet deadlines.
- Communicate effectively and work as part of a team.

Responsibility

Work independently under broad organizational guidelines. Manage a department and supervise the use of funds. Utilize resources from other work units. Continually impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field with increasing levels of responsibility required.

Education

Bachelor's degree in a job-related area.

Certificates and Licenses

Registered Dietitian License.

Continuing Education/Training

Maintains necessary certificates and licenses.

USDA 12 hours per year regulation

Meets continuing education requirements

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade

PL

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.