



**Job Title:** Child Nutrition Director

**Exemption Status:** Exempt

**Reports to:** Executive Director of Operations

**Code:**

**Dept./School:** Child Nutrition

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### **Primary Purpose:**

Direct and manage the child nutrition operation of the district. Plan and implement programs meeting regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field\*\*

Eight hours of food safety training (*completed not more than five years prior to employee's start date or within 30 days of employee's start date*)

Clear and valid Texas driver's license

#### **Special Knowledge/Skills:**

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to conduct on-site inspections of food service facilities districtwide

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

#### **Experience:**

Experience in food service management\*\*

### **Major Responsibilities and Duties:**

#### **Child Nutrition Operations**

1. Direct and manage district's child nutrition programs.
2. Develop menus meeting established nutritional requirements for students.
3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
4. Establish and direct process of providing free and reduced lunch applications following United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.

5. Develop and maintain written procedures for all food service operations.

### **Budget and Inventory**

6. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed prudently.
7. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system meeting both federal and Texas Education Agency (TEA) standards.
8. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
9. Approve and forward invoices and purchase orders for food service department to accounting department.
10. Develop and implement inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.

### **Policy, Reports, and Law**

11. Implement federal and state law, State Board of Education rule, and board policy.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Ensure employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.
14. Complete minimum annual continuing education requirements.

### **Personnel Management**

15. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
16. Prepare, review, and revise job descriptions for food service department positions.
17. Develop training options and improvement plans to ensure exemplary operation in the food service area.

### **Safety**

18. Ensure measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
19. Maintain safety standards conforming with federal, state, and insurance regulations and develop a program of preventive safety.
20. Organize and conduct training programs to promote safe food handling and a safe work environment.

## **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of child nutrition managers, supervisors, and support staff assigned to the child nutrition department.

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

*\*\*School Nutrition Directors hired after July 1, 2015 may alternatively have a Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors OR*

- *Districts with 2,499 students or less: A Bachelor's degree in any academic major and at least one year of relevant school nutrition programs experience; an Associate's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field; or a high school diploma (or GED) and at least three years of relevant experience in school nutrition programs. In districts of less than 500 students, the Texas Department of Agriculture may approve a candidate who meets the education requirements but has less than three years experience.*
- *Districts with 2,500 to 9,999 students: A Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience or an Associate's degree or equivalent educational experience with academic major in in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field and at least two years of relevant school nutrition programs experience.*
- *Districts with 10,000 or more students: A Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.