San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Child Nutrition Program	**Exemption Status:**	Exempt
Reports to:	Asst. Superintendent of Finance & Operations	**Pay Scale:**	06
Works with:	District Personnel	**Days:**	226
Dept./School:	Child Nutrition Department	**Date Revised:**	11/14/2019

Primary Purpose:

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

Prerequisites:
- Bachelor's degree in foods and nutrition, dietetics, home economics, or food service management
- Clear and valid Texas driver's license;
- 5 years experience in food service management.

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 district wide
- Ability to manage budget and personnel
- Ability to implement policy and procedures

Major Responsibilities and Duties:

1. Direct and manage district's child nutrition programs.

2. Develop menus that meet 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.

6. Develop and administer budget based on documented needs and ensure that 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 that meets 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.

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 that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

14. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.

15. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.

16. Organize and conduct training programs to promote safe food handling and a safe work environment.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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

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

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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.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman, Ed D Date 11-14-19