



## 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

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