Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: **Director of Child Nutrition**

Qualifications:

Education: Bachelor's degree in Accounting; must have at least 21 hours in Accounting/or comparable experience with accounting procedures dealing with food production

Training/Experience Required: 2-3 years of school administration experience; practical experience in financial and/or managerial auditing preferred; experience in governmental accounting and budgeting preferred. Knowledge of rules, regulations, policies, and laws applicable to school districts.

Special Skills, Knowledge, Abilities:
Ability to manage a large staff. Must have knowledge of Federal and State requirements related to food service. Must have knowledge in budgeting. Must be able to purchase food in large quantities and maintain records. Knowledge of Generally Accepted Accounting systems. Ability to read, comprehend, and interpret accounting and financial data. Ability to perform mathematical computations and calculations using or dealing with fractions, decimals, and percentages. Ability to read, draft, and comprehend detailed and/or complex written or printed material including bids, policies, procedures, and other technical documents. Ability to verbalize and communicate with third party in grammatically correct English.

Job Goal (Purpose of Position): To provide administrative, supervisory, and accounting responsibilities for all funds of the child nutrition office. To ensure that the financial system and procedures are in compliance with Board policies, administrative regulations, and applicable state and federal regulations and laws. Prepares necessary paperwork to handle money or other charges/non-charges, and to properly record information for reimbursement; prepares purchases, orders food, and equipment.

Contact with Others: The Director in this position has regular contact with members of own staff and students. Effective interpersonal interaction and public communication skills are essential to work with staff and students, which requires tact and diplomacy, and independent judgement, such as, problem solving; making formal presentations; interpreting policies and procedures based on experience; providing counseling, negotiations, or mediation techniques as appropriate.

Performance Expectations:
The Director/employee will need to:
(A) Be customer focused to resolve problems effectively;
(B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances;

(C) Manage resources with fiscal responsibility while maintaining proper accountability of records;
(D) Manage information and communication and staff and public effectively;
(E) Conduct short- and long-range planning to set and/or attain district goals and objectives;
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems;
(G) Be a team player with coworkers, subordinates, other managers, and community leaders to accomplish district objectives or goals;
(H) Contributes to the quality of district programs including extracurricular programs; be involved in personal growth and development

Essential Job Functions (Performance Responsibilities):
1. Demonstrate knowledge of internal auditing procedures and standards, sound management control, data processing concepts, and management principles.

2. Ascertains the extent to which Child Nutrition funds are used to purchase food products and equipment; how they are accounted for and safe guarded from losses of all kinds.

3. Ability to analyze the financial operations of Child Nutrition, budget, and financial management, to identify and develop methods to improve the efficiency and effectiveness of the Child Nutrition office.

4. Conduct, review, and monitor all Child Nutrition funds.

5. Oversees the development of uniform personnel policies for school child nutrition employees, basic job descriptions, salary schedules, and benefits. Administers personnel policies.

6. Interviews and recommends placement of school child nutrition personnel. Establishes work performance standards and plans work schedules.

7. Plans in-service training programs, personnel conferences and regular staff meetings. Keeps personnel informed of required health laws including physical examinations, chest x-rays, and good sanitation practices.

8. Handles all grievances and recommends solutions for discipline in accordance with district policy and procedure.

9. Cooperates with principals and others to plan lunch schedules to fit the requirements and facilities of each school.

10. Develops specifications and standards of quality for purchasing of food, supplies and small equipment.

11. Requisitions food, supplies and small equipment to be purchased.

12. Develops procedures for receiving food and supplies and arranges for their proper storage and distribution.

13. Makes application for government surplus food and directs proper distribution of products according to U.S. Department of Agriculture regulations and shelf-life standards.

14. Submits monthly application to Business Manager or designee for federal and state reimbursements.

15. Cooperates in establishing a financial policy that will permit the serving of lunches at a minimum cost to the student and the taxpayer.

16. Assists in developing or administering accounting procedures and records for control and management of money, labor, food, supplies, and other costs.

17. Cooperates in the planning of child nutrition facilities, including layouts and the selection of large and small equipment and furnishings, making use of established criteria.

18. Keeps informed of new developments in equipment that will improve the school child nutrition program.

19. Assists in establishing and maintaining records necessary for control of equipment and supplies.

20. Maintains high standards of sanitation and safety in all phases of the school child nutrition program.

21. Interprets local and state health laws and regulations.

22. Visits various school sites.

23. Performs other duties as may be assigned by the Superintendent/Designee.

Supervision exercised: The Director supervises a large staff of employees.
Site: Child Nutrition Office
Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
On occasion, may assist with food service duties. See those descriptions for working conditions.

Terms of Employment:	Twelve month year
Salary:	Set by Board
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board policy

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