

## MARION COUNTY JOB DESCRIPTION

Position Title: School Nutrition Program Director

Department: Central Office

Reports To: Superintendent

Approved By: Marion County Board of Education

Date: May 2017

**SUMMARY:** Directs the district's food service program in conformance with local, state and federal regulations and requirements including public health and safety. The program director will be responsible for the supervision of the child nutrition programs and services, providing information and serving as a resource to others, achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned**

- Establishes procedures for developing, implementing and evaluating goals/objectives
- Administers and directs the implementation of Child Nutrition (including, but not limited to, school day, after- 3<sup>rd</sup> meal, school snack and summer feeding) programs in compliance with federal, state and local regulations
- Administers and directs the implementation of district/school wellness policies in compliance with federal, state and local regulations
- Interprets school food service and nutrition education program needs to federal, state and local policy makers
- Implements the appropriate use of information system
- Establishes program standards and directs implementation to ensure operation of a nutritionally and fiscally sound program
- Evaluates each school food service unit to determine its effectiveness in achieving program goals and compliance with federal, state, and local rules and regulations
- Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program
- Establishes and implements budgeting and financial management systems consistent with federal, state and local requirements
- Establishes a comprehensive program for personnel management in cooperation with managers, administrators and other appropriate personnel
- Develops an effective system to include monitoring for quality food productions and service
- Establishes a system for the procurement and distributions for food and non-food supplies
- Determines facility needs and schedules replacement of equipment

- Implements sanitation standards and conducts training for proper handling of all food products
- Implements standards and controls for safety and efficiency in facility design
- Establishes a school nutrition program marketing system for the district
- Establishes effective working relationships with appropriate members of all departments in the school district and allied agencies
- Develops and maintains an effective communication and public relations program
- Implements a program of continuous self-development and professional growth for food service employees
- Performs other duties and responsibilities as assigned by supervisor
- Determines and implements the professional development needs of managers and staff in compliance with state regulations

**SUPERVISORY RESPONSIBILITIES:** Supervise cafeteria managers and cafeteria staff.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCES:** Based on student enrollment (2,500-9,999) Bachelor's degree, or equivalent educational experience, with academic major in specific areas, or Bachelor's degree in any academic major, and State- recognized certificate for school nutrition directors, or Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience, or Associate's degree or equivalent educational experience, with academic major in specific areas and at least 2 years of relevant school nutrition programs experience. At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve

problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.