

Board Members

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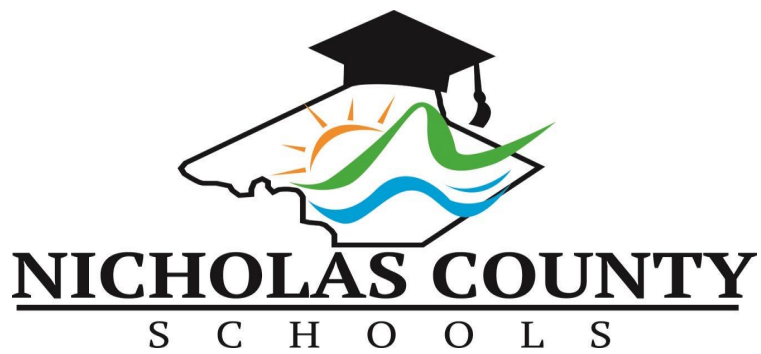
Phil Berry, Member

Steve Ferguson, Member

Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Child Nutrition/Food Services Director

Classification: Professional

Reports to: Superintendent

FLSA Status: Exempt

Evaluation:

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

Job Summary:

Direct and manage the food service program for Nicholas County Schools.

Qualifications:

- Has required or is willing to obtain 6 hrs. food service certification as required by WV Policy 4321
- Meets health requirements as set forth in WV State Code/Local Policy
- Knowledge of WV state and federal food service and child nutrition regulations
- Willing to annually complete 15 clock hours of in-service credit related to Child Nutrition Programs offered and approved by the WVDE
- Criminal background check per WV Code §18A-5-15c and/or §18A-3-10, as appropriate
- Has a Bachelor's Degree in a related field
- Perform the duties in the job description below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

Duties/Responsibilities

- Direct the School Nutrition Program
- Coordinate Fresh Fruit and Vegetable Program
- Coordinate Summer Food Service Program
- Coordinate After School At-Risk Meals Program
- Free Breakfast & Lunch through the Community Eligibility Option (CEO)
- Grab 'n' Go Breakfast, Breakfast After First Period
- School to Farm Program
- Nutrition Education
- Organizing National School Lunch Week and National School Breakfast Week
- Incorporating Nutrition Education into School Celebrations
- Planning Physical Activity into Subjects other than Physical Education
- Organizing Fundraising activities of a Physical Nature
- Develop Countywide Menus for Lunch that meet Nutritional Requirements
- Other duties as assigned

Physical Demands:

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk hear, see use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials. The employee is sometimes required to lift and/or move heavy objects. Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are the 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 low to moderate (20-60 dB). Exceptions include gymnasiums as well as job site and vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB) due to the use of and proximity to power tools. The work environment includes indoor as well as 3 outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as rooftops, and concrete floors or pads. While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel fuel, etc. The information contained in the job description is for compliance with

the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised 6.2023