

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Child Nutrition

FLSA: Exempt

GENERAL SUMMARY

Plans, organizes, directs and controls the District's food services program ensuring that the operation is managed with a sound nutritional, educational and financial basis. Coordinates and administers the functions of food production, service, purchasing, and quality control. Directs all food service activities in accordance with District policies, and federal and state guidelines. Reports to the Assistant Superintendent for Operations.

ESSENTIAL FUNCTIONS

Effectively plans and directs the food preparation activities at all District locations ensuring appeal, nutrition, efficiency and sanitation. Maintains established District policies and procedures, federal laws, and state board regulations to ensure proper compliance.

Ensures that cafeteria managers plan, schedule, assign and supervise the work of cafeteria employees to provide for the proper and timely completion of cafeteria activities. Ensures that cafeteria managers plan and direct the preparation and serving of food in accordance with established meal standards. Maintains control of food production, evaluates the quality of the school food service program, and makes appropriate suggestions for improvement.

Supervises cafeteria managers in planning and supervising kitchen cleaning schedules. Inspects District cafeterias, food service equipment and utensils for cleanliness and sanitation.

Effectively trains, orients, and assigns all food services staff. Provides for the selection of new cafeteria employees and substitutes. Develops or prepares food services education/training programs and sets standards to ensure proper use and maintenance of all food services equipment. Evaluates performance and makes recommendations for personnel actions.

Directs and supervises all food service record keeping activities. Ensures the maintenance of each cafeteria's required records such as daily meal plans, daily and monthly production reports, daily temperature logs, daily and monthly participant counts, daily and monthly inventories, invoices, incident reports, etc. Prepares all mandated reports in compliance with state and federal regulations.

Effectively implements a budget and a financial management system that meets local, state, and federal requirements. Ensures that Cafeteria Managers responsibly handle and safeguard bank deposits and monies received. Cooperates with the Finance Department in maintaining accurate accounting in purchases and payroll.

Manages all food services procurement activities. Supervises Cafeteria Managers in planning and estimating quantities of food supplies needed; supervises Cafeteria Managers in placing orders for all food and supply items as required.

Is effective in researching new development methods and equipment for application to the food services operation and assists in the planning of new food service facilities as required.

Coordinates the planning and preparation of any special functions required for District-sponsored events.

Demonstrates the ability to keep patrons informed of the menus and services provided by the Child Nutrition Department. Establishes and maintains good relations between cafeteria staff and students, District employees, and the general public.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in Nutrition, Home Economics, or a related field; minimum of five years experience as a professional dietitian or experience in a related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Certified dietitian preferred.

Knowledge:

Thorough knowledge and ability to train others in the standards and regulations pertaining to food services including the preparation and sanitation of food service areas. Knowledge and the ability to train others in the daily and monthly planning required for completion of job duties. Knowledge of established standards of productivity and quality of work to be maintained by all school cafeterias. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows of the reports and records which must be prepared, processed and maintained to meet requirements of the job. Strong leadership skills; knowledge of principles of organization, planning and personnel supervision. Knows of the safety precautions relative to working with food service equipment and materials.

Skills/Effort:

Ability to effectively train and supervise the work of subordinate employees. Ability to maintain and interpret records and reports. Ability to provide training through explanation, demonstration and supervised practice. Ability to plan, organize, direct and control food service activities. Ability to interact in an effective manner with co-workers, students, teachers, and the general public. Ability to interpret and apply all pertinent food service regulations and standards. Ability to operate and utilize all food service equipment, tools and materials in a safe and effective manner. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to operate general office equipment such as a calculator and copier.

Working Conditions:

Must be able to conduct duties in an office and/or cafeteria environment with routine exposure to discomforting conditions such as heat, cold, food preparation equipment and utensils. Requires ability to work under a degree of stress related to duties that require attention, and meeting deadlines.

Responsibility:

Supervises the activities of food services personnel at school site locations.
Direct budgetary responsibility for all Child Nutrition operations.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____