

## **DIRECTOR OF CHILD NUTRITION SERVICES**

The Child Nutrition Coordinator, under the supervision of the Chief Financial Officer, shall be directly responsible for maintaining the not-for-profit school foodservice operation.

### **Specific Responsibilities**

1. Recommend personnel to fill vacancies in compliance with all federal, state, and local hiring procedures.
2. Direct, supervise, and evaluate personnel.
3. Maintain all records as required by law.
4. Purchase food, equipment, and supplies as needed and in accordance with purchasing regulations.
5. Plan menu to meet meal pattern requirements and make available to newspaper, website, and schools as appropriate.
6. Maintain monthly inventory of food, supplies, and commodities.
7. Submit reports (annual, quarterly, monthly) as required and by established deadlines.
8. Approve payroll information prior to submitting to accounting office.
9. Make routine inspections to ensure all safety and sanitation regulations are being followed in the kitchens and cafeterias.
10. Supervise the free and reduced lunch application process, maintaining all records and submitting reports as required.
11. Research current trends and topics in child nutrition programs.
12. Perform other duties as assigned by the superintendent.

**1/5/15**