

Co-Director Child Nutrition

Reports to: Facilities and Operation Manager

Performance responsibilities:

- Supervise at least two cafeterias in the District.
- Interview applicants and recommends applicants for hire to the Operations manager.
- Responsible for complying with all State Department of Education Regulations for the Child Nutrition Program including filing all SDE reports.
- Files all Child Nutrition claims for reimbursement with the State Department of Education.
- Maintains all Child Nutrition inventories for the District.
- Orders food and supplies as needed,
- Prepares Menus.
- Performs such other duties as assigned by the Operations Manager.
- On-going coordination (3-C's: Communication Collaboration, Calibration) with the other district Co-Director of Child Nutrition, regarding the district wide CNP tasks.
- Continuous improvement training requirements for the position as defined by the district and Local, State and Federal agencies who have oversight/ and or funding jurisdiction for the Child Nutrition Program.
- Cross-training site managers regarding duties and roles of the Co-Directors position, and Next-Step-Up information.

