



Series: MGT

TITLE: DIRECTOR, CHILD NUTRITION SERVICES

DEFINITION:

Under general direction, to plan, organize, and direct the Child Nutrition Services in the school district; and to perform other job-related duties as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Directs the district-wide Child Nutrition Services in conformance with applicable laws, regulations, and policies.
Develops and implements child nutrition service ideas, policies and procedures.
Develops and implements standards for efficient and sanitary food service.
Directs and coordinates the procurement of foods and supplies; selects products to be used, through sampling, testing and cost evaluation.
Consults with food broker distributors.
Approves daily menus for all schools.
Conducts employee meetings for purposes of discussing and explaining policies
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Analyzes financial and operating statements, and confers with child nutrition managers and school principals concerning proposed operational changes.
Directs the selection, assignment, transfer and retention of child nutrition personnel.
Plans and develops training programs for child nutrition personnel.
Plans and recommends the development and design of kitchens and equipment layout.
Assists in the development and analysis of the child nutrition services budget; establishes price listing, and controls expenditures.
Assists in the development and formulation of public information programs.
Visits each site periodically to observe and evaluate food service operations.
Meets with student, parent, teacher, and civic groups to establish and maintain a sound public relations program.
Establishes procedures to determine free and reduced price meal program; reviews, verifies and approves applications.
Oversees repair maintenance and replacement of equipment in the Child Nutrition Services.

JOB QUALIFICATIONS:

Knowledge of:

Modern food service methods and equipment
Food values, proper food combinations, and economical substitutions which may be used within food groups;
Health and sanitation problems involved in child nutrition services;
Accounting records of the child nutrition services.

Skill and Ability to:

Direct a large school district child nutrition service;
Prepare balanced menus for children of varying ages;
Estimate quantities of food necessary to feed various sized groups;
Buy large quantities of food economically;
Lay out and direct the work of others;
Analyze and maintain cooperative working relationships with school district officials, subordinate personnel and the general public.

EDUCATION:

Required:

Equivalent to completion of a full four-year course of study leading to a bachelor's degree in nutrition management dietetics or a related field. Although not a requirement, being a Registered Dietician would be desirable for the Director position.

EXPERIENCE:

Required

Four years of increasingly responsible experience in the management of child nutrition services.

Date created/revised

N: 01/82

R: 11/85

R: 06/07