

Eufaula School District Position Description

POSITION TITLE: Child Nutrition Director

Reports to: Superintendent

General Description: Child Nutrition Director supervises the child nutrition program for the entire school district. Plans, evaluates, develops and maintains services and staff in compliance with established guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required.

Plans menus for breakfast, lunch, snack, and summer programs. Ensures meals and/or snacks served to students meet USDA requirements. Establishes quality control procedures to ensure high quality school meals program.

Inspects cafeterias for the purpose of ensuring healthful and sanitary conditions.

Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Develops and revises the district's Child Nutrition Program procurement plan and ensures the plan is consistent with Federal, State and local procurement regulations and policies. Submits product bid specifications for all foods and supplies to vendors. Evaluates bids and product quality prior to awarding contracts. Monitors the terms and conditions of the contracts to ensure contractor compliance.

Facilitates meetings and workshops, etc., for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

Responsible for establishing effective relationships with district administrators, staff, parents, and public.

Assists in promotion of good safety practices and procedures.

Implements free/reduced price meal program, and making sure all surveys and reports associated with this program are completed and processed in a timely manner.

Ensures compliance with Federal laws, State statutes, and policies of the school district.

Keeps abreast of new programs, services, techniques and operations concerning Child Nutrition Program.

Implements corrective action when needed to address any deficiencies identified within the District's Child Nutrition Program.

Evaluates and projects facility and equipment needs, coordinates maintenance and repair of equipment and facilities, and conducts follow up on completed repairs.

Other Functions

Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the Child Nutrition program.

Job Skills:

Knowledge of food systems management, including the purchasing, receiving, storage, preparation and service of meals to students.

Thorough knowledge of Federal and State regulations, and local policies as they pertain to the Child Nutrition program.

Knowledge of personnel management.

Knowledge of fiscal control and budget management practices.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain positive working relationships.

SUPERVISORY RESPONSIBILITIES: Supervises child nutrition staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

This information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.