

Director of Child Nutrition

- POSITION:** Director of Child Nutrition
- REPORTS TO:** Associate Superintendent
- EMPLOYMENT TERM:** 261 days
- SALARY:** Based upon teacher pay scale as to degree and years experience plus \$22.50 per day responsibility supplement plus \$2000 administrative pay raise.
- CERTIFICATION:** Hold or be eligible to hold Temporary Authorization for School Nutrition Director. The Initial Temporary Authorization requires a minimum of a bachelor's degree including six semester hours of coursework in nutrition, food, and/or food service management, as well as the general criteria for licensure specified in West Virginia Board of Education Policy 5202, *Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications*, Section 9; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.
- EVALUATION:** Performance in this position will be evaluated by the Associate Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, *Professional Personnel Evaluation*.
- EXPECTATIONS:** The Director of Child Nutrition shall be responsible for managing and supervising the district's child nutrition program following federal regulations, state policies, and county policies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree with preference for valid WV teaching and/or administrative certification and Master's Degree;
- Minimum three years successful teaching and/or administrative or related work experience; experience in commercial or institutional food service preferred;
- Demonstrated ability to communicate effectively;
- Demonstrated ability to utilize computers and other technology effectively to complete job tasks;
- Knowledge of the role of food service programs in the schools;
- Knowledge of food systems management, including the purchasing, receiving, storage, preparation, and service of meals to students;
- Knowledge of Federal and State regulations governing the procurement of food, supplies, equipment, technology, and services in the Child Nutrition Program;

- Knowledge of Federal and State regulations and policies pertaining to the operation of the Child Nutrition Program, including operational and financial procedures of the US Department of Agriculture;
- Knowledge of personnel management practices;
- Knowledge of fiscal control and budget management practices;
- Knowledge of facility and equipment maintenance procedures;
- Ability to develop and provide training programs for school nutrition personnel;
- Ability to work cooperatively with school administrators and food service personnel to effectively develop and implement Child Nutrition Programs throughout the district;
- Demonstrated ability to coordinate and maintain services in a manner that insures availability of Child Nutrition Programs to all students.

DUTIES AND RESPONSIBILITIES:

- Ensures compliance with Federal and State laws, West Virginia Department of Education policies, and policies and procedures of the Fayette County Board of Education
- Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students
- Ensures an accurate meal counting/claiming system throughout the district
- Monitors the procedures and conditions in all school kitchens for compliance with Fayette County Health Department inspection guidelines
- Conducts routine on-site reviews of all facilities operated by the district
- Oversees Pest Control contract for all schools in the district
- Oversees school vending contracts
- Serves as Chair of the Fayette County Wellness Teams meetings required to meet four times yearly
- Contributes to the nutrition and nutrition education components of the district's wellness program
- Serves as a member of the Fayette County Safety Committee
- Participates in county level crisis prevention and response learning and monthly Local Emergency Planning Committee (LEPC) meetings
- Oversees yearly SafeSchools Training for all employees
- Participates in Country Roads Co-op
- Oversees Service Personnel Staff Development Council for the district
- Oversees Service Personnel of the Year nominations, selection and recognition program
- Implements corrective action when needed to address any deficiencies identified within the district's Child Nutrition Program
- Monitors the appropriateness of the district's use of Federal funds
- Conducts appropriate staff meetings
- Determines staff training and development needs; works with the Fayette County Health Department to secure appropriate and timely training for initial food handlers' permits and subsequent renewals
- Develops and implements appropriate staff training and development
- Supervises School Nurses for the district and oversees special medical and/or dietary needs of students
- Supervises the Child Nutrition Program secretary and AmeriCorps member for Farm to School program

- Advises the Personnel Department of appropriate food service staffing requirements at each school and provide necessary documents for personnel decisions
- Projects annual operating budget and manages the budget on a monthly basis
- Develops, implements, and monitors internal controls for financial accountability and program integrity
- Establishes inventory management and control system
- Projects operating costs based on meal equivalents and recommends meal prices
- Tracks revenues and expenditures by object codes
- Implements and monitors a reliable system of cash management
- Oversees payment of invoices in an accurate and timely manner
- Maintains fixed asset inventory for all food service equipment
- Prepares required reports
- Retains appropriate financial and participation records
- Develops and revises as needed the district's Child Nutrition Program procurement plan for consistency with Federal, State, and local procurement regulations and policies
- Develops and submits product bid specifications for all food and supplies to the Accounting Department
- Works cooperatively with the CSBO and Accounting Department to evaluate bids and product quality and make recommendations of vendors to receive contracts
- Monitors contractor compliance of contractual terms and conditions
- Coordinates the delivery of food and supplies by the vendors to appropriate sites
- Works with the CSBO/Accounting Department to develop and submit requests for proposals for non-food items including equipment, technology/software, and services
- Works with the CSBO/Accounting Department to conduct competitive negotiations with potential vendors
- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control
- Provides leadership in developing recipes following USDA guidelines
- Ensures production records are completed accurately and timely in each school
- Plans menus for all Child Nutrition Programs
- Monitors compliance of USDA requirements for all meals and/or snacks served to students
- Establishes quality control procedures to ensure a high quality school meals program
- Evaluates and projects facility and equipment needs for the Child Nutrition Program
- Coordinates maintenance and repair of equipment and facilities with internal and external sources
- Conducts follow-up on completed repairs and maintenance
- Develops social marketing plans to involve students, parents, school personnel, and community partners in the district's Child Nutrition Program
- Seeks and responds to student, parent, media, community, and other concerns
- Develops and implements innovative new programs designed to increase meal participation
- Manages and oversees grant awards issued by the WV Office of Child Nutrition, USDA, or other governmental agencies as they relate to Child Nutrition
- Maintains relationships with community agencies and collaborates to achieve mutual goals
- Prepares appropriate newsletters, news releases, and brochures to inform, involve, and engage the community in various Child Nutrition initiatives
- Perform other duties as assigned by the Superintendent