

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Director of Child Nutrition

Department: Child Nutrition

Date: 2006

Reports To: C.F.O.

Grade: 121

Purpose of Job

To operate a financially sound school nutrition program for the district

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Active in local, state and national professional organizations for child nutrition

Provide nutrition education at levels to include students, faculty members, principals, school board members, nurses and community areas as requested.

Develop the Nutrition component of the Wellness Policy for the school system as well as organize the committee for the school system.

Develop bid specifications for all departmental purchases and select suppliers meeting criteria

Implement administrative policies and procedures for all areas of procurement and inventory, accounting, budgeting and human resources

Insures all required records are organized, accurate and maintained for the specified length of time as determined by local, state and federal guidelines

Oversees the preparation of state and federal reports and claims

Prepares and administers jointly with the assistant director the department budget to include projecting staffing requirements, operational needs, and revenue projections

Works in cooperation with the Finance Office to standardize accounting procedures in all cafeterias

Decides on the type of commodity items to process, organizes commodity test panels, and determines the best approach to take in regard to processing of the commodities

Insures independent audit of school cafeterias are conducted and coordinates state and federal audits

Establishes pricing of meals each school year based on projected revenue and expenditure projections

Assists the Field Managers with completion of the School Regulatory Review to be completed prior to February one each year

Assists Free and Reduced Coordinator in processing of Free and Reduced Applications

Inspect school kitchens to see that the employees are operating a safe, clean operational kitchen

Coordinates and conducts employee training for new employees, substitute employees as well the in-service activities of all current employees

Maintains on going training program for Certification of employees

Addresses concerns of parents, students, faculty, staff and principals as they relate to the child nutrition operation

Provide guidance to staff about HACCP requirements

Provides nutritional information such as Carbohydrate counts to school nurses each month with the menu cycle and assists with special dietary needs as requested.

Administers personnel policies as they relate to food service

Maintain a Professional Development file for employee training, managers training, and additional in-service training

Evaluates employee performance

Provide guidance to the Field Supervisor and assist with the development of Production records for Managers

Works with the menu committee to plan menu cycles meeting federal and state regulations

Recommends modifications to administrative policies when necessary

Participates in Job Fair for employee recruitment, screens applicants for substitute list and makes recommendations to Human Resource for employees

Prepares School Meals Initiative materials for the Coordinated Review Effort

Dissemination of public information regarding food service operation and procedures

Encourages a safe work environment and trains employees to work safely

Serve on community committees such as Head Start – providing nutrition education and assisting with special dietary needs

Work with Head Start, Parks and Recreation and additional schools on contracted feeding programs with the child nutrition department

Provide catering assistance to school food service employees

Work cooperatively with the Facility Department in new kitchen designs for schools and renovation projects as needed

Inspects equipment and make recommendation for equipment replacement

Assist in delivery of food when necessary

Plan and organize annual award and recognition ceremony for the Child Nutrition employees with the Assistant Child Nutrition Director

Assist the Chief Financial Officer on department In-service training and incentive plans for the Finance Department

Supervisory Responsibilities

Supervises and manages the functions of employees assigned to the Child Nutrition Department. Implements applicable state and federal statutes and administrative policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising and evaluating employee performances; rewarding and disciplining employees; and addressing complaints and resolving problems.

Additional Job Functions

Performs other duties as assigned

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science Degree in Home Economics or related field with an Endorsement in Food Service Supervision (100) and five(5) years of work experience in a related area of Industry (such as Cafeteria Management, Hospital Dietary, Nursing Home Food Service, Head Start Nutrition Director). A Master of Science Degree in Food Service, Nutrition and or Dietetics or related field may be substituted for one year of the required work experience. School Nutrition Credentialed and Certified and willing to participate in Professional Organizations and meetings associated with the Food Service Area. Must have a Valid Tennessee driver's license.

Knowledge of Job

Considerable knowledge of the policies, procedures, and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the position of Child Nutrition Director. Has thorough knowledge of food service practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and the effectiveness of the specific duties of the department. Is able to develop and implement long term goals for the department as necessary for the promotion of effectiveness and efficiency. Knows how to keep abreast the many changes in policy, methods of preparation, equipment needs, etc. as they pertain to the department operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, and members of the general public and other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, management, inter-personal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situation, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and solving problems.

(ADA)MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of school food service equipment, commercial type, understand Quantity Food Cooking concepts and be willing to assist in training of these areas. Must be able to use body members to work, move or carry objects of materials. Must be able to exert up to 40 pounds of force occasionally and or up to 20 pounds of force frequently. Physical demand requirements are at levels of those of medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY; Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE; Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Food Service.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to food service.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE