

Position:	Director of Child Nutrition Services
Term:	12 Month
Classification:	Classified/Exempt
Location:	Food Service Warehouse
Qualifications:	College Degree as Registered Dietitian or equivalent technical training helpful but not required; 7 years' experience in food service operation with at least 5 years in a supervisory position; ServSafe Certified; Knowledge of Free and Reduced Regulation; Knowledge to operate a point of sales software system; Knowledge of warehousing; Such alternative to the above qualifications as the Board may find acceptable
Supervisory:	Yes
Reports to:	Assistant Superintendent of Operations

The Director of Child Nutrition Services directs the district's Child Nutrition Services Program in conformance with local, state, and federal regulations and requirements including public health and safety. The employee in this position plans, organizes, and directs the operations of the Child Nutrition Service Program including meal planning, facilities planning, personnel management, resource allocation, financial management, organization and implementation of nutrition programs. The Director of Child Nutrition Services exhibits positive leadership of the district's food service program.

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Ability to read, analyze, and interpret common scientific and technical journals.

- Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community.
- Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.
- Ability to Add, Subtract, Multiply, and Divide.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.
- Interpret a variety of instruction furnished in written, oral, diagram, or schedule form.
- Establish and maintain effective working relationships with staff, and the community.
- Have the ability to perform duties with awareness of all district requirements and Board of Education Policies.

#### Essential Functions:

- Comply with USDA Professional Standards for training and continuing education
- Develop and administer a District-wide Child Nutrition Services Program, including program planning, implementation, and evaluation.
- Oversee the Free and Reduced Application Process.
- Supervise, evaluate, and direct the work of all Child Nutrition Services Office Staff.
- Manage employee bids on open positions in the area of Child Nutrition Services Program.
- Be involved in the interview and hiring process for Child Nutrition Services Staff.
- Supervise the staffing of Child Nutrition Services personnel.
- Oversees the scheduling and work assignments of special events.
- Direct the evaluation of Child Nutrition Services personnel and programs.
- Oversee inspections of each school district facility on a monthly basis.
- Order, receive, and utilize government commodities according to federal guidelines.
- Coordinates the procurement of food and supplies funded by the Child Nutrition Services budget.
- Insure menus meet the federal government nutrition standards.
- Relate Capital Project needs and Child Nutrition Services operating needs in the preparation of the budget.
- Administer the department's approved budget.
- Plan and implement the money collection and cash handling procedures for the Child Nutrition Service Program.
- Responsible for accurate preparation and timely filing of all reports, records, and documentation required for the Child Nutrition Services Program.
- Oversees the inspection, maintenance, and repair of school kitchens.
- Investigates request and complaints relating to Child Nutrition Services and responds or makes recommendations to the School Principal, Child Nutrition Service Staff, or the Assistant Superintendent for Support Services.
- Oversees the development of substitute training programs.
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Child Nutrition Services.

- Annually update the Food Service Managers Book.
- On call at all times for security, freezer, and refrigerator alarms.
- Carry out all other duties as assigned.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand or sit. Specific vision abilities required by this job include close vision, distance vision and depth perception. Frequently, the person in this position will be required to bend or twist at the neck and trunk while performing the duties of this job. Occasionally, the employee is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee in this position continuously uses hand strength to grasp tools and will occasionally operate small kitchen equipment and tools such as a can opener for a quantity of food.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The employee in this position will regularly work indoors and occasionally work outdoors and will work near or with moving mechanical equipment. Occasionally, the person in this job will work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently, this job requires work alone and occasionally with others, and the employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.