

## Ashe County Schools Job Description

<b>POSITION</b>	Child Nutrition Director
<b>TERM</b>	12 months
<b>FLSA STATUS</b>	exempt
<b>EDUCATION</b>	Associate's degree minimum
<b>QUALIFICATIONS</b>	Experience in school foodservice
<b>PAY GRADE</b>	Child Nutrition Administrator I
<b>REPORTS TO</b>	Superintendent

### **NATURE OF WORK**

An employee in this class is responsible for the administration of the Federally-assisted School Nutrition Programs within a Local Education Agency (LEA). The School Nutrition Programs include the National School Lunch and School Breakfast Programs, the Afterschool Snack/Meal Programs, the Summer Nutrition Programs, and other programs and discretionary grant opportunities available through the US Department of Agriculture. Work is directed through the interpretation and implementation of Federal and State law, policy, regulations, and guidance established by the US Department of Agriculture, the NC General Assembly, the NC Department of Public Instruction, and the State Board of Education and pertinent local policies. This employee exercises considerable discretionary judgment and analysis in the identification and resolution of problems and the management of human and financial resources. The employee receives general direction from the LEA's Superintendent or other designated administrator for operational and/or support services and is directly involved with the LEA's Chief Financial Officer. The School Nutrition Director is responsible for the oversight of the School Nutrition Program on behalf of the local Board of Education and acts as the chief administrator on behalf of the School Food Authority (SFA), and directly supervises School Nutrition personnel including, but not limited to, central office staff, supervisors, accountants/bookkeepers, data management personnel, school nutrition managers, support staff, and other school nutrition personnel and as such, is considered a member of the LEA's leadership/management team.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- ***Personnel Management***
  - Prepares/modifies position descriptions as needed to reflect changing scope of work
  - Interviews candidates for employment
  - Makes hiring decisions on behalf of the LEA/SFA
  - Oversees preparation of required documents for personnel decisions
  - Directly manages personnel within the School Nutrition Program
  - Develops/Implements a system of employee performance management; recognizes outstanding performance when indicated and takes appropriate personnel action as required to redirect poor performance
  - Initiates corrective or disciplinary action as established by the LEA
  - Maintains appropriate personnel records
  - Facilitates routine staff meetings to keep employees apprised of expectations

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- Assesses and documents professional development needs for all School Nutrition staff
  - Develops, implements, and evaluates professional development for staff
  - Ensures all staff participate in minimum professional development activities as required by USDA Professional Standards
  - Documents professional development activities for all staff
  - Establishes staffing formula for schools to ensure optimal productivity
  - Balances labor and food costs to promote operational success and fiscal solvency.
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- ***Financial Management and Recordkeeping/Reporting***
    - Projects annual operating budget and manages the budget on a daily, weekly, monthly, quarterly, semi-annual and annual basis
    - Reports budgetary status to the local Board of Education periodically
    - Develops, implements, and monitors internal controls to ensure financial accountability and program integrity
    - Establishes inventory management and control systems
    - Projects operating costs based on actual food/labor costs and manages accordingly
    - Projects revenues and expenditures routinely to effectively manage the budget; compares projected revenues and expenditures to measure the achievement of targets
    - Prepares justification for budget requests in accordance with district policies
    - Recommends meal and a la carte sales prices
    - Tracks revenues and expenditures by object codes and reports semi-annually via the State's Financial Management Reporting System
    - Implements and monitors a reliable system of cash management consistent with Federal and State requirements
    - Oversees payment of invoices in an accurate and timely manner
    - Maintains fixed asset inventory and dispenses equipment in accordance with State and local policy
    - Prepares financial reports as required and as requested
    - Retains appropriate financial and participation records
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- ***Purchasing and Contracting***
    - Develops and revises (as needed) the district's School Nutrition Program procurement plan and ensures the plan is consistent with Federal, State, and local procurement regulations and policies
    - Develops and enforces a School Nutrition Code of Ethics and Conflict of Interest statement/policy for School Nutrition Personnel
    - Develops formal (Invitation for Bid, Request for Proposal) and informal (Request for Quotes) procurement documents for all goods and services purchased using Federal funds, including food, supplies, equipment, technology/technology services, and other items/services; purchasing method is based on the district's small purchase threshold
    - Establishes clear and ethical proposal/bid evaluation criteria and uses written criteria to award contracts to vendors.

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- Makes recommendations to the Board of Education for Contractors for the School Nutrition Program
- Implements a system to monitor the Terms and Conditions of contracts to assess and document contractor compliance
- Oversees quality control/testing of all products used in the School Nutrition program
- Conducts Competitive Negotiations with potential vendors as needed
- Enforces the SFA's Procurement Code of Ethics to ensure integrity in the procurement process and prevent potential conflicts of interest
  
- ***Nutrition Standards and Food Systems Management***
  - Establishes, implements, and evaluates policies and procedures for quality standards and quantity control
  - Provides leadership in developing formulation blueprints following USDA guidelines
  - Ensures production records are completed accurately each day in each school within the district
  - Plans menus for breakfast, lunch, snack, summer, and catering programs
  - Ensures meals and/or snacks served to students meet USDA requirements while appealing also to students
  - Establishes quality control procedures to ensure high-quality school meals program
  - Plans/oversees special events/catering as requested by the district
  - Collaborates with the Student Support Team to address individual students' therapeutic nutrition needs as defined through the student's medical statement, Individualized Education Plan (IEP), or Section 504 Plan
  
- ***Compliance***
  - Ensures compliance with Federal laws, State General Statutes, policies of the NC State Board of Education and policies/priorities, procedures of the NC Department of Public Instruction, and the local Board of Education
  - Oversees a system of benefits issuance that reflects Federal policy and ensures meal benefits are issued only to those eligible as prescribed by law
  - Administers the School Nutrition Program(s) in a manner that protects and preserves the civil rights, dignity, and self-esteem of all students
  - Ensures an accurate meal counting/claiming system throughout the district
  - Develops, implements, and monitors the district's mandated Hazard Analysis and Critical Control Point (HACCP) Plan and ensures each school is inspected at least quarterly by the local Department of Health
  - Contributes to the nutrition services and nutrition education components of the district's local wellness policy; serves as part of the district's School Health Advisory Committee (SHAC)
  - Conducts routine on-site reviews of all facilities operated by the district; documents findings and implements/documents immediate site-based corrective actions
  - Implements Corrective Action when needed to address any deficiencies identified within the district's School Nutrition Program

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- Monitors the district's Annual Agreement with the NC Department of Public Instruction/State Board of Education to ensure the district complies with the provisions of the legally-binding Agreement
- Informs district/school officials of School Nutrition policies and procedures where such policies involve other programs/personnel
- Monitors the district's use of Federal School Nutrition funds to ensure they are used only for allowable purposes
  
- ***Equipment/Facility Management***
  - Evaluates and projects facility and equipment needs for the School Nutrition Program; establishes an annual equipment repair/replacement system to allow for capital equipment investments
  - Coordinates maintenance and repair of equipment and facilities with internal and external sources
  - Conducts follow-up on completed repairs and maintenance
  - Approves architectural plans for new facilities and/or renovations related to School Nutrition operations
  
- ***Marketing and Public Relations***
  - Develops social marketing plans to involve students, parents, school personnel, and community partners in the district's School Nutrition Program
  - Seeks and responds to student, parent, media, community, and other concerns and suggestions
  - Maintains relationships with community agencies and collaborates to achieve mutual goals
  - Prepares appropriate newsletters, news releases, brochures, and social media to inform, involve, and engage the community in various School Nutrition initiatives
  - Represents the district's School Nutrition program
  - Keeps other district officials and the Board of Education informed about the challenges and opportunities associated with the School Nutrition Program

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong leadership and program management skills
- Thorough knowledge of food systems management, including human resource management, financial management, procurement, food safety, program accountability, and compliance and other areas deemed necessary by the Superintendent
- Thorough knowledge of the principles of optimal nutrition as applied to students
- Thorough knowledge of Federal and State regulations, policies of the NC Department of Public Instruction/State Board of Education pertaining to the operation of the School Nutrition Program, and various nutritional, operational, and financial procedures as prescribed by the US Department of Agriculture
- Considerable knowledge of fiscal control and the budget management practices
- Considerable knowledge of Federal and State regulations governing the procurement of food, supplies, equipment, technology, and services in the School Nutrition Program

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- Considerable knowledge of personnel management practices
- Considerable knowledge of principles of adult learning
- Working knowledge of facility/equipment maintenance procedures.
- Ability to develop and provide professional development and continuing education programs for School Nutrition and other LEA personnel
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain positive working relationships

ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*