



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Child Nutrition Services
SCHOOL/DEPARTMENT	Operations
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Operations Officer
SUPERVISES	Lead Office Support, CNS Administrative Staff, CNS Managers, CNS Assistants
WORK WEEK SCHEDULE	Monday – Friday; other hours as necessary; must be available on-call
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Child Nutrition Services performs responsible and supervisory work in the development and implementation of the School Child Nutrition program. Work involves planning, organizing, directing and administering a nutritious, appealing and cost effective cafeteria food service program in accordance with local, state and U.S. Department of Agriculture rules and regulations related to the preparation and delivery of meals to school students and community agencies, and applicable fiscal regulations pertaining to accounting and reporting of expenditures and receipts. The Director is responsible for developing and implementing, via subordinate supervisors, systems for providing quality food production and service, food supply and service procurement through competitive bidding, and procurement and/or renovation of facilities and equipment. The Director is also responsible for administering personnel policies, programs, rules and regulations in accordance with applicable federal, state and local laws, ordinances, policies and procedures. The Director works with school educators and administrators to provide nutrition activities for students and maintains positive public relations that facilitate a positive image of the Child Nutrition programs.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of local, state and federal rules and regulations regarding the preparation and delivery of meals to public school students
- Considerable knowledge of the nutritional and dietary needs of public school children
- Considerable knowledge of the principles and practices of food service administration, team building and customer service
- Considerable knowledge of fiscal regulations regarding accounting of public nutrition programs
- Considerable knowledge of federal Child Nutrition programs available and the requirements for participating in those programs
- Considerable knowledge of the principles of supervision, organization and administration
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, methods and developments in the area of food service administration, nutrition and dietetics
- Thorough knowledge of the use of computers to process, record, transmit and analyze data
- Considerable knowledge of the current literature, trends, methods and developments in the area of food service administration, nutrition, public sector, purchasing and finance
- Considerable knowledge of the formal bidding process and of local, state and federal guidelines for purchasing, food, supplies, services and equipment
- General knowledge of school system personnel policies
- General knowledge of the principals and practices of public relations work
- Skill in allocating and organizing monetary, physical and human resources needed to operate a successful school nutrition program
- Skill in counseling and developing staff
- Ability to plan, develop, implement and evaluate effective programs and systems
- Ability to travel independently to and from various schools and meeting locations
- Ability to accurately interpret state and federal regulations and school policies
- Ability to use common office machines and applicable computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics, to develop meaningful reports and to make sound decision from that information
- Ability to develop and administer budgets
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner
- Ability to build team spirit, inspire cooperativeness in others and to encourage team members to accomplish work assignments even under difficult conditions

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in food services management, nutrition, business, or a related field
- Six (6) to nine (9) years of experience in food services management or a related field
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Must possess Food Safety certification
- Current membership in the North Carolina Procurement Alliance

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution in the field of food services management, nutrition, business, or a related field
- A minimum of five (5) years serving as a Child Nutrition Administrator in a public school setting
- Experience preparing grants

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, develops, and implements policies and procedures for operation of a cost effective, nutritious and appealing Child Nutrition program administered in the school cafeterias
2. Ensures that guidelines and established local, state and federal rules and regulations are enforced
3. Ensures that processes and regulations are implemented in accordance with the National School Breakfast Program, Summer Food Service Program for Children, After School Meal Program, National School Lunch Program, U.S. Department of Agriculture Commodity Program and Free and Reduced Price Meal Program
4. Establish procedures for developing, implementing and evaluating goals and objectives for school nutrition programs
5. Conducts on-site reviews of operations and HACCP to ensure compliance of local, state and federal rules and regulations
6. Establishes and implements policies, procedures and standards for budgeting and fiscal recording, accounting and reporting in Child Nutrition Programs
7. Ensures compliance with applicable local, state and federal guidelines pursuant to the fiscal management of the Child Nutrition Programs
8. Monitors income and expenditures to maintain knowledge of programs' adherence to budget constraints
9. Develops annual operating budget proposals for submission to the Chief Financial Officer
10. Identifies and implements application of automated systems to fiscal and other data collecting, collating, calculating and storage requirements
11. Develops, implements and monitors internal controls to ensure financial accountability and program integrity
12. Recommends meal and a la carte sales prices

13. Oversees activities of departmental personnel via direct or delegated supervision of various programs and/or school cafeterias
14. Ensures that established policies, procedures and programs are planned and implemented
15. Reviews, develops and implements policy and procedures, as necessary, to improve department efficiency, safety and sanitation standards
16. Reviews various reports including activity logs and incident reports, and approves actions or makes recommendations regarding procedures
17. Develops and implements personnel administration and management guidelines in accordance with applicable federal, state and local laws, ordinances, policies and procedures and programs.
18. Works with Human Resources to prepare and refine job descriptions, interviews candidates for employment, reviews and appraises job performance of direct subordinates
19. Prepare and submit various reports and records as required by the Chief Operations Officer
20. Review job performance evaluations of departmental personnel as submitted by subordinate supervisory personnel
21. Oversee the planning and execution of in-service training activities and staff meetings for Child Nutrition staff.
22. Work with junior supervisory staff to develop and implement programs and systems for acquiring, preparing and delivering nutritious meals to school students, faculty, staff and visitors
23. Coordinate the maintenance, repair and replacement of food service equipment
24. Develop specifications for new or renovated facilities including, but not limited to, equipment specifications, layout and design
25. Coordinate competitive bidding and purchasing processes for acquisition of food, supplies, service and equipment in accordance with local, state and federal guidelines
26. Oversee proper purchasing, distribution and inventory of food, supplies and equipment
27. Enforces the school district's Code of Ethics to ensure integrity in the procurement process and purchasing
28. Obtain and maintain membership in the North Carolina Procurement Alliance for procuring of food and supplies
29. Establish and maintain vendor relations to promote Child Nutrition
30. Develop and implement public relations/marketing programs designed to facilitate a positive public image and advise parents and the general public of services and benefits of Child Nutrition programs
31. Confer with educational curriculum supervisors and school instructional personnel to provide nutrition activities for students
32. Prepare grants for related Child Nutrition initiatives
33. Serve on various committees in the school district, e.g. Orange County School Health Advisory Council-Nutrition Committee Chair, District Crisis Team, Orange County Food Council and other advisory committees
34. Attend seminars, conferences, workshops, classes, lectures, etc. as appropriate to enhance and maintain knowledge of trends and developments in the field of food services administration
35. Review professional journals, attends association and professional meetings, and otherwise maintains contacts with food services professionals to facilitate exchange of information
36. Support, assist and serve in leadership role in activities sponsored by the Orange County, North Carolina and American School Food Service Association
37. Act as liaison with department heads, principals and community agencies
38. Perform other duties as assigned by the Chief Operations Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
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>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

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, any time.*