Title: **Director of Child Nutrition Services** Pay Grade: 309
Reports to: Chief Human Capital Management Officer FLSA: Exempt
Department: Child Nutrition Services Length of Assignment: 226 days

Summary

Direct and manage the child nutrition operations of the district. Plan and implement programs that meet regulatory and nutritional requirements for students. Promote development of sound nutritional practices and maintain a safe and sanitary environment. Manage and oversee the child nutrition budget for the district. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Essential Functions

1. Develop menus that meet established nutritional requirements for students.
2. Direct and coordinate all activities necessary for implementation, operation, evaluation, and improvement of the district school food and nutrition services program.
3. Develop and administer policies, procedures, and guidelines consistent with district, state, and federal regulations and established plans.
4. Organize and implement a program for the selection, purchase, storage, and inventory control of food and supplies for all operations within the food and nutrition services program.
5. Initiate financial policies and procedures necessary for proper fiscal control and operation of the food and nutrition services program.
6. Prepare annual budget and administer food and nutrition services budget to ensure that programs are cost-effective and funds are managed prudently.
7. Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each nutritional school operation in order to evaluate cost-effectiveness of each program.
8. Develop, plan, and evaluate menus based on recommended nutritional requirements and budgeted resources.
9. Administer and comply with rules pertaining to the United States Department of Agriculture (USDA) donated foods program and to the National School Lunch and Breakfast Programs.
10. Plan, implement, and monitor processes for identifying economically disadvantaged needy students.
11. Establish and direct food preparation, handling, and holding processes that provide for nutritious, wholesome, and safe food while meeting state and local health department standards.
12. Organize, direct, and facilitate the testing and evaluation of food products, recipes, and equipment.
13. Establish safe working conditions, equipment, and practices for all food service personnel.
14. Ensure clean and properly equipped work and storage areas that meet state and local health department standards.
15. Assist cafeteria managers in the staffing, selection, and evaluation of personnel.
16. Direct, develop, implement, and evaluate training programs for personnel at all levels in the food and nutrition services program.
17. Evaluate job performance of employees to ensure effectiveness.

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18. Recruit, train, and supervise personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

19. Ensure that Child Nutrition Services is supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.

20. Consult with school principals and administrators to ensure effective operation of the department.

21. Develop and recommend specifications for the initial purchase and replacement of kitchen equipment.

22. Coordinate maintenance of kitchen equipment with the kitchen maintenance personnel.

23. Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or disseminate information.

24. Establish effective relationships and coordination of department functions with schools, other district departments, services and personnel, vendors, contractors, and community members.

25. Must meet USDA Professional Standards for all School Nutrition Program employees.

26. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree required; Five (5) years' experience in child nutrition supervision, preferred. Possess successful management experience (planning, organizing, directing and staffing), to include the development and management of large budgets. Ability to work with diverse groups, and possess effective written and oral communication skills. Have the ability to multi-task numerous complex activities; thorough understanding of the USDA Professional Standards for School Nutrition Programs and all applicable laws and funding policies of the USDA and the Texas Education Agency (TEA).

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; occasional prolonged and irregular hours; frequent district-wide and state-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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