

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF CHILD NUTRITION

Wage/Hour Status: Exempt

Revised: 11-16-12

QUALIFICATIONS:

- Bachelor's degree in foods and nutrition, dietetics, home economics, or child nutrition management experience
- Knowledge of menu planning, food purchasing, and preparation of foods in child nutrition environment
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organization, communication, and interpersonal skills
- Five years experience in child nutrition management and three years experience in child nutrition environment

REPORTS TO:

- Assistant Superintendent for Business Services

JOB GOAL:

- Direct and manage the child nutrition program and supervise district child nutrition operations. 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.

PERFORMANCE RESPONSIBILITIES:

Child Nutrition Operations

- Direct and manage district's child nutrition program.
- Develop menus that meet established nutritional requirements for students.
- Work cooperatively with campus principals to create meal schedules and resolve personnel issues.
- Establish and direct process of providing free and reduced meal applications following United States Department of Agriculture and Texas Department of Agriculture regulations for meal eligibility and reimbursement of federal funds.
- Develop and maintain written department procedures for all child nutrition operations.

Policy, Reports, and Law

- Comply with federal and state law, State Board of Education rule, and Board policy in child nutrition area.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Prepare necessary data for processing of child nutrition payroll.
- Process and maintain monthly TRS report (from secretary duties).
- Maintain and submit monthly Federal Reimbursement report to Texas Department of Agriculture for Child Nutrition Department Program Funding (federal requirement).

Budget and Inventory

- Administer child nutrition budget and ensure that programs are cost-effective and funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Assist with development of a cost-effective and efficient system of procurement of all food meeting federal procurement and Texas Department of Agriculture standards.
- Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
- Approve and forward invoices and purchase orders for child nutrition department to accounting department.
- Recommend disposal of obsolete equipment and replace equipment as necessary and as budget permits.

Personnel Management

- Plan and direct inventory and stock control program for equipment and supplies.
- Prepare, review, and revise job descriptions in child nutrition department.
- Develop training options and improvement plans to ensure exemplary operation in the child nutrition area.
- Evaluate job performance of employees to ensure effectiveness.
- Recruit, train, and supervise personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

- Ensure that measures are in place and operating to protect food, supplies, and equipment in campus kitchens, serving areas and warehouses.

- Maintain safety standards that conform to federal, state, local, and insurance regulations and develop a program of preventive safety.

Other

- Attend professional growth activities to keep abreast of innovative techniques for child nutrition operations.
- Represents the school system to the community in a positive, professional way.
- Performs other duties as may be directed by supervisor.
- Conducts oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.

SUPERVISORY RESPONSIBILITIES:

- Supervise and evaluate performance of child nutrition managers and support staff assigned to the area of child nutrition.

Mental Demands / Physical Demands / Environmental Factors:

Maintain emotional control under stress. Frequent district-wide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.