

# West Carroll Board of Education

## Job Description

Descriptor Term:

**Child Nutrition Director**

Board Policy Reference

5.013

### QUALIFICATIONS

1. High school diploma
2. Initial physical exam may be required.
3. Demonstrates aptitude or competence for assigned responsibilities.
4. Abstains from the use of tobacco and alcohol while on the job.
5. Meets or exceeds the annual training requires as set by USDA.

### REPORTS TO

Director of Schools

### JOB GOALS

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and caring.

### DUTIES

1. Supervises the preparation and serving of menus.
2. Purchases all food and non-food supplies necessary for operation.
3. Prepares specifications and bid conditions for all items requiring such bids by law or by bid policy.
4. Makes application for commodity food for school cafeteria use and directs its distribution and transfer.
5. Reviews and determines all new and replacement equipment purchases for individual schools.
6. Consults, as needed with school planners, architects on plans and specifications for new or renovated food preparation centers.
7. Maintains all records and prepares federal, state, and local reports pertaining to school food service.
8. Standardizes cafeteria accounting procedures in cooperation with state accounting guidelines.
9. Authorizes payment of all expenditures.
10. Establishes organization structure and working procedures.
11. Interviews, screens, and recommends to the director of schools the appointment, transfer, or dismissal of all cafeteria personnel.
12. Standardizes personnel policies, levels of cleanliness, health and safety.
13. Administers personnel policies and evaluates cafeteria managers.
14. Develops a program of in-service training for workers and managers.
15. Interprets to the administration, staff, and public, as appropriate, federal and state standards and guidelines regarding school food service.
16. Keeps patrons and public informed of menus and services offered by school cafeterias.
17. Responsible for supervision and /or assistance of all activities involving school food service equipment and facilities.
18. Responsible for continuous improvement of food service program.
19. Other duties as assigned by the director of schools.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as supplies, food products, light weight equipment.

**WORK CONDITIONS**

Normal working environment.

**TERMS OF EMPLOYMENT**

Salary and work year to be established by board of education with recommendation from Director Of Schools

**SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.