

## VACANCY ANNOUNCEMENT

**DATE:** March 20, 2015

**POSITION:** Child Nutrition Director

**LOCATION:** Facility Services Building, Smithfield, NC

**SALARY:** Commensurate with Experience

**TERM OF EMPLOYMENT:** 12 Months

**EFFECTIVE DATE:** June 1, 2015

### **JOB GOALS:**

Performs a variety of supervisory and administrative tasks in directing the Child Nutrition Program in the school system. This includes but is not limited to the National School Lunch Program and School Breakfast Program. Work is directed through the interpretation of federal and state regulations and a variety of nutritional, operational and financial policies and procedures established by the US Department of Agriculture and the NC Department of Public Instruction and State Board of Education.

### **QUALIFICATIONS:**

- Minimum of a Bachelor's degree from a regionally accredited institution in the area of foods and nutrition, dietetics, home economics, or business administration
- Master's degree preferred
- Five (5) years of experience in food service in a commercial or institutional setting and at least two (2) years experience at the management or administrative level
- Such alternatives to the above qualifications as the Administration may find appropriate and acceptable

### **RESPONSIBILITIES:**

- Oversight of the Child Nutrition Program on behalf of the Board of Education
- Projects annual operating budget and manages the budget on a monthly basis

- Develops and revises, as needed, the school system's Child Nutrition Program procurement plan and ensures the plan is consistent with federal, state, and local procurement regulations and policies
- Establishes, implements, and evaluates policies and procedures for quality standards and quality control
- Ensures that meals and/or snacks served to students meet USDA requirements
- Contributes to the nutrition and nutrition education components of the district's local wellness policy
- Evaluates and projects facility and equipment needs for the Child Nutrition Program
- Establishes and maintains positive working relationships
- Must be able to communicate effectively in written and oral forms
- While this document is an initial outline of the duties that will be required of this position, the employee's final job duties are subject to change at any time due to the discretion of the supervisor. It is a job requirement of all employees to complete other duties as assigned.

**APPLY TO:** Central Services  
Human Resource Services  
934-6032 Ext. 255

**DEADLINE:** Until Filled

*The Johnston County school system is an equal opportunity employer and does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*