

JOB VACANCY

DATE POSTED: August 2015

POSITION TITLE: Director of Child Nutrition Services

REPORTS TO: Superintendent

SUPERVISES: Child Nutrition and cafeteria managers

APPLICATION DEADLINE: Open until filled

EDUCATION AND TRAINING:

- Bachelor's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date;

OR

- Associate's degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least one year of relevant school nutrition programs experience and at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date;
- Two years experience at the management or administrative level, or an equivalent combination of education and experience.

TERM OF EMPLOYMENT: 12 months

SALARY: State Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Recommends employment and placement of personnel.
2. Projects annual operating budget and manages the budget on a monthly basis.
3. Develops and revises (as needed) the district's Child Nutrition Program procurement plan and ensures the plan is consistent with Federal, State, and local procurement regulations and policies.

4. Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.
5. Provides leadership in developing recipes following USDA guidelines.
6. Ensures production records are completed accurately each day in each school within the district.
7. Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students.
8. Ensures an accurate meal counting /claiming system throughout the district.
9. Ensures compliance with Federal laws, State General Statutes, policies of NC State Board of Education and policies/priorities of the local Board of Education.
10. Evaluates and projects facility and equipment needs for the Child Nutrition Program.
11. Develops social marketing plans to involve students, parents, school personnel and community partners in the district's Child Nutrition Program.
12. Maintains relationships with community agencies and collaborates to achieve mutual goals.
13. Performs any other work assignments as designated by the Superintendent.

Interested individuals are to complete an online application, which can be found at <http://www.dpi.state.nc.us/work4ncschools/employment/application> and a letter of interest, resume, transcripts to the Human Resources Department, Weldon City Schools, hr@weldoncityschoools.k12.nc.us.