

Perquimans County Schools

Job Description

Posting Date: March 28, 2016

Position: Director of Child Nutrition

Reports to: Superintendent

Qualifications:

- Bachelor's degree in food services management, nutrition, business, or a related field.
- 3 to 5 years of experience as a Director of Child Nutrition, preferred.
- ServSafe certification, preferred.
- Certificate in School Nutrition (SNA), preferred.
- Such alternatives to the above qualifications as the Superintendent may find appropriate.

Major Duties and Responsibilities:

- Plans, develops, and implements policies and procedures for operation of a cost effective, nutritious and appealing Child Nutrition program to be administered through school cafeterias in accordance with the Superintendent's directives and established local, state and federal rules and regulations, including those of the National School Breakfast Program, Summer Food Service Program for Children, Snack Program, National School Lunch Program, U.S. Department of Agriculture Commodity Program, and Free and Reduced Price Meal Program; establishes procedures for developing, implementing and evaluating goals and objectives for school nutrition programs.
- Establishes and implements policies, procedures and standards for budgeting and fiscal recording, accounting and reporting in Child Nutrition programs, ensuring compliance with applicable local, state and federal guidelines; monitors income and expenditures to maintain knowledge of programs' adherence to budget constraints; develops annual operating and capital outlay budget proposals for submission to the Finance Officer; identifies and implements application of automated systems to fiscal and other data collecting, collating, calculating and storage requirements.
- Oversees activities of departmental personnel through direct or delegated supervision of various programs and/or school cafeterias, ensuring that established policies, procedures and programs are planned and implemented in accordance with the Director's directives; reviews, develops and implements policy and procedures, as necessary, to improve department efficiency, safety and sanitation standards; reviews various reports, including activity logs and incident reports, and approves actions or makes recommendations as to procedures.

- Develops and implements personnel administration and management guidelines in accordance with applicable federal, state and local laws, ordinances, policies and procedures; reviews job performance evaluations of departmental personnel as submitted by principals; oversees the planning and execution of in-service training activities for Child Nutrition staff.
- Communicates with school cafeteria managers on developing and implementing, programs and systems for acquiring, preparing and delivering nutritious meals to school students, faculty, staff and visitors; coordinates the maintenance, repair and replacement of food service equipment; develops specifications for new or renovated facilities, including equipment specifications, layout and design; coordinates competitive bidding and purchasing processes for acquisition of food, supplies, service and equipment in accordance with local, state and federal guidelines; oversees proper purchasing, distribution and inventory of food, supplies, and equipment.
- Develops and implements public relations programs designed to facilitate a positive public image and advise parents and the general public of services and benefits of Child Nutrition programs; confers with educational curriculum supervisors and schools instructional personnel to provide nutrition activities for students.
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of food services administration; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with food services professionals to facilitate exchange of information.

Application Deadline: April 13, 2016

Instructions to Applicant: Log on to www.pcs.k12.nc.us. Click on “vacancy listing” and then link under current vacancies. Once on the DPI website, applicants will create an account and then click on the Child Nutrition Director position (300005). Applicants must also send resume to heatherforbes@pcs.k12.nc.us

Length of Employment: 12 months