

**JOB DESCRIPTION  
PITT COUNTY SCHOOLS**

Position Title: Director of Child Nutrition

Reports to: Superintendent or Designee

Supervises: Child Nutrition Personnel

**Knowledge, Skills**

**Abilities Required:** Knowledge of the basic principles of: nutrition, quantity food production, financial accounting system for fiscal control, procurement, personnel management, food service equipment and the requirements of Child Nutrition Programs. Ability to implement requirements, maintain accurate records and to communicate and work effectively with others.

**Education,**

**Training Required:** Bachelor of Science Degree in Food & Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business or related area and at least 8 hours of food safety training either not more than five years prior to the start date or completed within 30 days of employment start date. Master of Science in related field is required. Minimum of 5 years experience.

**Term of**

**Employment:** Twelve months

**Responsibilities:** A. Leadership/Management

The Director of Child Nutrition provides leadership in program planning, the implementation of free and reduced meal policies, establishes a sound financial system, evaluates program operations, determines and communicates needs and evaluates staff. The Director of Child Nutrition oversees equipment and maintains inventories. The Director of Child Nutrition is knowledgeable of trends and developments and behaves ethically.

B. Food Purchasing and Staff Supervision

The Director of Child Nutrition provides leadership in production and services of food, coordinates bidding, purchasing, and storage, participates in selection and placement of personnel and carries out other duties as assigned.

### C. Nutrition Education and Staff Training

The Director of Child Nutrition provides leadership in the development and coordination of staff development and nutrition education in-service and shares new developments.

### D. Dissemination and Program Standards

The Director of Child Nutrition serves as a liaison between child nutrition and other groups, effectively shares information about the program and promotes high standards of sanitation and safety and nutrition.

### Responsibilities and Duties:

- Establish and maintain standards of safety, sanitation, efficiency, and quality in the food service operations
- Plan menus for breakfast, lunch, snacks, and summer feeding programs that meet USDA guidelines
- Provide leadership in developing recipes following USDA guidelines
- Ensure that servings meet USDA requirements
- Plan/oversee special catered events
- Evaluate and project facility and equipment needs for food service operations
- Coordinate maintenance and repair of equipment and facilities with internal and external sources
- Ensure compliance with Pitt County BOE, NC DPI Child Nutrition Services and USDA policies and regulations.
- Review inspection forms and follow-up to correct identified deficiencies
- Implement free/reduced eligibility processes
- Develop and administer annual budget
- Develop and submit product bid specifications to prospective bidders and vendors
- Recommend bid awards of qualified bidder/vendor contracts
- Coordinate selection and placement of personnel
- Respond to consumer concerns
- Maintain relationships with community agencies, partners and stakeholders
- Assist in planning, developing, and conducting appropriate staff development workshops for food service staff
- Keep abreast of new developments in nutrition and food service
- Perform other duties as assigned by the superintendent