



Director of Child Nutrition Department

JOB DESCRIPTION

The Director of Child Nutrition, under the supervision of the Associate Superintendent for Administration, assumes the responsibility of coordinating and supervising all facets of the national school lunch and breakfast program.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Nutrition, Business or Related Field
- Five Years Experience in Food Service Management preferably School Food Service
- School Food Service Certification Preferred

DUTIES AND RESPONSIBILITIES

1. Assists principals and teachers in the instructional phases of the national School Lunch and Breakfast Program when requested
2. Ensures that all meals served meet national School Lunch and Breakfast Program
3. Communicates and promotes high expectation levels for staff and employee performance in an enabling supportive way, and provides proper recognition of excellence and achievement.
4. Demonstrates ability to work with others in a positive, productive way.
5. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
6. Makes periodical visits to all cafeterias and coordinates with Child Nutrition Supervisors for the purpose of supervising employees, & determining the efficient operation of all units to ensure the standards of diet, cleanliness, health, safety and productivity are being maintained.
7. Creates budget and approves all department expenditures so as to maintain yearly budget figures.
8. Oversees the screening of applicants, interviews, transfers, or dismissals of Child Nutrition employees when necessary.
9. Conducts oneself in a professional and ethical manner and complies with TEA code of ethics.
10. Active in professional organizations, which enhances the knowledge of the individual, and supports the District's mission.
11. Ensures that students, staff and the public are informed of the menus and services offered by the Child Nutrition Department.
12. Portrays a positive image of the District to the general public.
13. Ensures that any parent's issues are resolved by staff members in a timely, courteous manner.
14. Performs other duties as assigned.

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, infrequent travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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PAY SCALE: PO6

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/12/07*