

PROFESSIONAL STAFF POSITIONS

(School Nutrition Director)

Qualifications:

1. The school nutrition director shall be a high school graduate. A person with a four-year degree in home economics, food and nutrition, business administration, or registered dietetics is preferred. He/she shall have two years of experience in food service or managerial position. He/she shall have other qualifications as the board may find appropriate and acceptable.
2. He/she shall be knowledgeable in cost accounting and budgeting and be able to analyze operating reports.
3. He/she shall be knowledgeable in food nutrition with special emphasis upon nutritional menu planning following the national school lunch and breakfast program guidelines.
4. He/she shall have had experience in managerial roles in personnel and public relations.

Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the school nutrition director.
2. The director's immediate supervisor is the business manager.

Duties

1. He/she shall plan, organize, direct, control, and evaluate the entire school nutrition program subject to approval from the business manager, the superintendent, and the board.
2. He/she shall be responsible for the staffing and supervision of the school nutrition program.
3. He/she shall plan menus suitable for elementary and secondary school children based on sound nutritional principles. Menu planning should include input from the parent food advisory committee, student advisory committee, and building principals.
4. He/she shall establish standards for the quality of foods to be prepared and service, which shall be regularly monitored.
5. He/she shall maintain close market contacts and purchase quality food, paper, and chemicals at the best price by using comparative pricing.
6. He/she shall order all USDA-donated commodities in quantities that can be effectively used and shall maintain a perpetual inventory of all commodity food.

7. He/She shall meet federal guidelines for all meals served and to take into account different portions for different ages, he/she shall train managers and staff in portion control.
8. He/she shall keep accurate records on meals served to children and adults.
9. He/she shall meet with managers monthly to discuss menu planning, staff development, concerns, and problems.
10. He/she shall be aware of and utilize new foods and equipment.
11. He/she shall see that sanitary practices are observed and that the staff is trained in utilizing proper sanitation methods.
12. He/she shall provide opportunities for staff to improve their skills by their attendance at certification school, area meetings, conferences, and yearly all-staff inservice.
13. He/she shall encourage student participation in the nutrition program and use the nutrition program as a medium for health education.
14. He/she shall keep the public informed on the operation of the program (e.g., periodic news articles, newsletters to parents, etc.).
15. He/she shall in conjunction with the business manager be responsible for fiscal control of the program and the necessary reports to the business office and to Child and Adult Nutrition Services.
16. He/she shall follow all state and federal rules and regulations applicable to the school nutrition program.
17. He/she shall be responsible for maintenance of equipment, proper storage of food, and other supplies, and maintenance of inventory of all equipment and supplies.
18. He/she shall recommend policies of equipment replacement and aid in its selection by preparing bid specifications.
19. He/she shall attend state and national conferences, area meetings, and other workshops to improve personal skills and learn new developments in school nutrition.