

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Director of Child Nutrition

Department: Child Nutrition

Grade: 505

Calendar or Days Per Year: 12 Months

Date: October 2019

Reports To: Chief Operations Officer

Purpose of Job

To operate an efficient, effective, and financially sound School Nutrition Program for the district and provide district level direction, supervision, support, and expertise for the overall needs of all schools, Central Office, and Central Warehouse as it relates to the Child Nutrition Department.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Accountable for P&L, projecting staffing requirements, expenditures, revenue projections, and all business and operations aspects of the multi-unit Child Nutrition Department, including forecasting, developing, implementing, and managing the over 18 million dollar budget, and nearly 300 member staff of 38 schools, Central Office, and Central Warehouse, as it relates to the Child Nutrition Program.
- Oversee and coordinate the labor analysis for all cafeterias. Determine the need for a reduction or increase in positions and increase or decrease in labor hours based on cafeteria production, assessed needs, and financial stability. Direct the implementation of these changes.
- Conduct analysis continuously throughout the year for the entire Child Nutrition Department to include all cafeterias, the Central Office, and Central Warehouse to insure financial security of the entire operation.
- Provide nutrition education at all levels to include students, faculty members, principals, school board members, nurses and community areas as requested.
- Direct, guide, and oversee the development and implementation of the Nutrition component of the Wellness Policy for the school system.
- Direct and oversee the development of bid specifications for all departmental purchases and select suppliers meeting criteria.
- Direct and oversee the development of procurement guidelines for the entire Child Nutrition Department based on federal, state, and local requirements.
- Insure all required records are organized, accurate and maintained for the specified length of time as determined by local, state and federal guidelines
- Oversee the preparation and submission of state and federal reports and claims
- Prepare and administer the department budget to include projecting staffing requirements, operational needs, and revenue projections
- Work in cooperation with the Finance Office to standardize accounting procedures in all cafeterias.

- Determine the type of commodity items to process, organize commodity test panels, and determine the best approach to take in regard to processing commodities to ensure the successful, efficient use of entitlement funding from the USDA.
- Determine the type of commercial food items, non-food items, and equipment to purchase to ensure the successful efficient use of Child Nutrition funds for the overall success of the program.
- Insure independent audits of school cafeterias are conducted and coordinate state and federal audits
- Establish pricing of meals each school year based on projected revenue and expenditure projections
- Direct, supervise, and guide the Field Supervisor in the supervision of the Field Managers, Managers, Manager Trainees, Leads, Floaters, Support Staff, and Sub Staff, development and implementation of training, regulatory and procedural compliance, operation efficiency, and personnel management for the successful operation of the Child Nutrition Program.
- Direct, supervise, and guide the Business Manager in the supervision of the Administrative Analyst, Computer Operations Coordinator, Accounting Associate, and Free and Reduced Coordinator, oversight of accurate financial reporting, regulatory compliance, procurement, bids, commodity processing, inventory management, disciplinary actions, and grant writing for the successful and efficient operation of the Child Nutrition Program.
- Direct, supervise, and guide the District Equipment Manager in the supervision of the Equipment and Warehouse Specialist, Warehouse employees, oversight of all cafeteria needs, flow, and design as they relate to equipment specifications, schematics, bids, purchases, replacements, safety, and distributions to ensure that each cafeteria is able to prepare, serve, and provide all students with food of the highest quality and ensure a user friendly, efficient, and safe work environment for all staff.
- Direct, supervise, and guide the Administrative Assistant III to provide excellent customer service to all internal/external customers, generate high level correspondence, perform as the interdepartmental liaison in key areas, and backing up other key positions for the ultimate health, comfort, and benefit of the students and the Child Nutrition Department.
- Direct, coordinate, and conduct employee in-service trainings for new employees, substitute employees, and all current employees.
- Direct, coordinate, and maintain on-going training program for certification of employees
- Address concerns of parents, students, faculty, staff, and principals as they relate to the Child Nutrition Department
- Provide guidance to staff about Federal, State, Health Department, and HACCP requirements
- Administer personnel policies as they relate to the Child Nutrition Department.
- Provide oversight for the maintenance of the Professional Development File for employee training, managers training, and additional in-service training required by the USDA.
- Execute performance evaluations of all direct reports and provide guidance/oversite for all performance evaluations.
- Direct, supervise, and guide the Nutrition Support Analyst in performing and maintaining all district nutritional calculations and analysis, menu development, menu cost analysis, recipe development, recipe testing, recipe standardization, nutritional software set-up, nutritional software system information upkeep, providing nutritional for menus, providing carb counts to nursing staff, and assuring all aspects meet Local, State, and Federal requirements.
- Develop, oversee, and work with the Nutrition Support Analyst, Field Manager-Culinary, and menu committee to plan menu cycles that meet Federal and State regulations, while being overall acceptable and positively received by students.
- Develop and recommend modifications to administrative policies as they relate to the Child Nutrition Department to include, but not limited to, the following categories; Regulatory, Procurement, Accounting, Budget, Personnel, and Inventory.

- Direct, supervise, and oversee the recruit and hire process for the Child Nutrition Department.
- Encourage a safe work environment and trains employees to work safely
- Develop and oversee the preparation of contractual agreements for the Child Nutrition Department to include all contracted feeding programs and gleaning programs.
- Oversee and coordinate all needs as it relates to Local, State, and Federal audits of the Child Nutrition Program.
- Administer all directives, policies, procedures, external guidance, etc. related to the Child Nutrition Department.
- Address all concerns at the district level from parents, students, faculty, staff, principals, and stakeholders as it relates to the Child Nutrition Department.
- Address stakeholder groups within CMCSS on departmental regulations, policies, procedures, decisions, etc. as it relates to the Child Nutrition Department.
- Responsible for the dissemination of public information in regard to the Child Nutrition Department.
- Consult with the State Department of Education and other governing bodies on policy, regulations, and compliance as it relates to the Child Nutrition Program.
- Respond to media questions or interviews regarding the Child Nutrition Department, as requested, by the Chief Communications Officer or the Director of Schools.
- Direct, supervise, and guide the District Equipment manager in working with the Facilities Manager, Operations Building Maintenance Manager, Property Control Officer, and Purchasing Director in new kitchen designs, remodels, and equipment needs, as it pertains to the Child Nutrition Department.
- Develop and implement promotional plans, work to enhance public relations, and promote increased participation in the Child Nutrition Program.
- Plan and organize annual recognition for the Child Nutrition employees with the Business Manager and Field Supervisor.
- Active in local, state and national professional organizations for child nutrition.

Supervisory Responsibilities

- Direct, supervise, evaluate, and manage the functions of employees assigned to the Child Nutrition Department. Provide district-wide direction, supervision, support, and expertise as it relates to the Child Nutrition Department. Implement applicable state and federal statutes and administrative policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising and evaluating employee performances; rewarding and disciplining employees; and addressing complaints, and resolving complex and analytical problems of a large scope.

Additional Job Functions

Performs other duties as assigned

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field. Bachelor's degree in any major and a State recognized certificate for school nutrition directors. Bachelor's degree in any major and at least 5 years of experience in management of school nutrition programs. Five (5) years of work experience in a related area of Industry (such as regional or multi-unit level food service management). A Master of Science Degree in Food Service, Nutrition and or Dietetics or related field may be substituted for one year of the required work experience. At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of employee's starting date. Registered as an

RD (Registered Dietitian) is highly preferred. Credentialed as an SNS (School Nutrition Specialist) is highly preferred. Must be willing to participate in Professional Organizations and meetings associated with child nutrition, foodservice, nutrition, and dietetics. Must have a Valid Tennessee driver's license.

Knowledge of Job

Considerable knowledge of the policies, procedures, and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the position of Director Child Nutrition. Has thorough knowledge of food service practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and the effectiveness of the specific duties of the department. Is able to develop and implement long term goals for the department as necessary for the promotion of effectiveness and efficiency. Knows how to keep abreast the many changes in policy, methods of preparation, equipment needs, etc. as they pertain to the department operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, and members of the general public and other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, management, inter-personal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situation, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and solving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date