



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Director of Child Nutrition

Supervisor: Superintendent

Qualifications:

- BA Degree
- Home Economics/Nutrition/Dietetics Experience preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

To provide each school child with food of high nutritional quality in an atmosphere of cleanliness, cheerfulness and personal caring.

Duties/Responsibilities:

1. Confers regularly with the Business Manager/Treasurer regarding Food Service.
2. Prepares and administers the departmental budget.
3. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained.
4. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained and observing possible improvements in operations.
5. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparations centers.
6. Makes all applications for federal subsidies.
7. Makes distributions of all federal funds to various school lunch and school milk programs.
8. Makes application for government surplus food for school cafeteria use and directs its distribution and transfer.
9. Plans disposition of government commodities as part of the ongoing food service program.
10. Checks all government reimbursements.
11. Maintains professional work habits.
12. Establish good public and employee relations.
13. Establish and implement an improvement process for areas of responsibilities.
14. Maintain and upgrade professional skills.
15. Attend regional and state meetings, programs and conferences to keep current with the school nutrition program.

16. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards county goals.
17. Other duties as assigned by the superintendent.

Program Functions:

1. Confers with senior staff and principals, in cooperation with the Human Resource Department, as to proper staffing and management of kitchens.
2. Reviews and evaluates all requests for purchases of new and replacement equipment.
3. Monitors all school food service operations regularly.
4. Edits and consolidates participating school reports and county reports to the state each month/year.
5. Reviews and analyzes meal counts to assure accuracy of reports from participating schools.
6. Purchases and maintains an inventory of all foods, supplies and equipment.
7. Standardizes cafeteria accounting procedures in cooperation with the business office.
8. Arranges for audits of cafeteria accounts.
9. Standardizes prices charges for various types of lunches/breakfast, including the milk program.
10. Plans and supervises the preparation and serving of menus at all schools.
11. Standardizes as much as possible the size of portions served as related to lunch type.
12. Provides assistance and suggestions for the preparation and serving of government surplus foods.
13. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
14. Receives and processes correspondence from state and national agencies concerning the school lunch program.
15. Arranges conferences and in-service training for school personnel to meet continuing education/staff development requirements.
16. Provides special diet counseling for students and appropriate instructions for cooks.
17. Assists Human Resource Department with contracting positions for transporting and serving satellite meals.
18. Confers with the County Health department to provide Food Handler's training to any county school employee.

Public Relations:

1. Informs the public on various aspects of the school lunch program.
2. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
3. Prepares such reports as may be required.
4. Participates in community groups related to food service.
5. Provides continuing education programs for school and community upon request.
6. Develops a program of public relations in order to further the community's understanding and support of the education program.