

WENTZVILLE R-IV SCHOOL DISTRICT
Position Description
Locator: 1.17

Position Title: Director of Child Nutrition
Reports To: Assistant Superintendent for Administrative Services

SUMMARY

The District Child Nutrition Director will oversee all aspects of the school nutrition program.

This includes administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children while following federal, state, and local guidelines.

QUALIFICATIONS/REQUIREMENTS

A Bachelor's degree from an accredited college or university with a major in nutrition, food sciences or an allied field is preferred. Emphasis in institutional administration, dietetics, foods or nutrition. Three to five years of experience as a professional food service manager, one of which should be in a school district or similar setting, including knowledge of menu preparation and planning, food purchasing and preparation/serving of food. Certified in Food Service Sanitation (Serv-Safe).

ESSENTIAL JOB DUTIES

- Assumes responsibility for all food preparation activities in the school district's cafeterias.
- Prepares menus for the school district in compliance with federal guidelines.
- Maintains nutritional information on file and enters the information into a software program.
- Establishes and administers schedules and procedures for the district's child nutrition personnel.
- Inspects all cafeterias routinely to determine that high standards of cleanliness and repairs are being maintained.
- Edits and approves payroll for all Child Nutrition employees.
- Purchases child nutrition supplies, food, and small wares in accordance with district operating procedures.
- Develops specifications and cost estimates for child nutrition supplies.
- Maintains an up-to-date inventory of supplies on hand.
- Prepares monthly reports, as required, including a record of student participation and financial statements including but not limited to KPI, MPLH, meal counts, Revenues, Expenditures.

- Prepares all state and federal reports required in the operation of the school lunch program and any special milk program.
- Evaluates child nutrition personnel and makes recommendations to the personnel office for the assignment and/or termination of child nutrition employees.
- Participates in the development of an annual budget for the child nutrition department.
- Makes recommendations for equipment repair and purchase.
- Represents the district at appropriate state and local meetings.
- Attends district administrator meetings, as required.
- Attends meetings of the Board of Education, as required.
- Promotes Child Nutrition through social media.
- Participates in the development and implementation of the Wellness Policy and Regulation.
- Assumes responsibility for staff training and manager meetings.
- Monitors freezer and cooler temperatures.
- Communicates with parents, administration, and nurses.
- Assumes responsibility for tracking negative balances and communicating with the families.
- Creates staff and parent newsletters.
- Assumes responsibility for supervising district catering.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Assistant Superintendent for Administrative Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Child Nutrition Services shall be employed on a twelve-month basis with 25 days of vacation. The salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on the evaluation of administrative personnel.