



## Columbia County School District Job Description

<b>Position Title:</b> Director of School Nutrition Services		
<b>Department:</b> School Nutrition Program	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Associate Superintendent of Student Support in accordance with Policy GBI, Evaluation of Personnel	
<b>Pay Grade:</b> Administrative Salary Schedule based on certificate level and acceptable years of experience, Grade F	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Associate Superintendent of Student Support		
<b>Supervises:</b> School Nutrition Managers and Assistants of the School Nutrition Program, General Accountant, Purchasing Clerk/Secretary and the School Nutrition Coordinator		

### MINIMUM QUALIFICATIONS

**Education:** Bachelor degree in one of the following areas: home economics, institutional administration, dietetics, food science, nutrition, or food production. Registered dietitian preferred. Hold or eligible for Georgia Service certificate in School Nutrition Director.

**Essential Knowledge/Skills:** Knowledge of school board, county government, state and federal laws, and all ordinances and regulations pertaining to all aspects of the school nutrition program; knowledge and understanding of administration and management of programs under the Child Nutrition Act and the National School Lunch Act; training and experience necessary to plan training and in-service for nutrition program personnel; ability to plan and manage fiscal resources in an efficient and conservative manner.

**Experience:** A minimum of three years of experience in the area of teaching, dietetics, or extension service required.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** To provide leadership for a Child Nutrition Program for children that is nutritionally adequate, educationally sound, and financially efficient.

- Develops, expands, supervises, and evaluates the management and operation of the School Nutrition Program.
- Interprets local, state, and federal policies and/or laws pertaining to the School Nutrition Program.
- Coordinates the implementation of menus and other program offerings.
- Works with principals, architects, and the State Department of Education to identify space and equipment needs for the School Nutrition Program.
- Promotes professionalism and positive public relations throughout the school district.
- Maintains district free and reduced price meal policy.
- Regularly reviews best nutrition practices and establishes a proactive approach to improvement as identified through school visits, audits, surveys, and other applicable resources.
- Develops specific plans for personal professional growth as well as for professional growth of food service personnel including active participation in local, district, state and national School Food Service Association.
- Coordinates the Summer Nutrition Program.
- Establishes and implements long-range strategic plans for the School Nutrition Program.

- Monitors and updates the fiscal management of food service at the district and school level.
- Visits schools regularly to observe and evaluate food service programs.
- Serves as liaison for the superintendent in working with the state educational agency in administration and management of programs of the Child Nutrition Act and the National School Lunch Act.
- Establishes performance standards and controls to assure accreditation.
- Provides technology leadership to be implemented in the School Nutrition Program.
- Promotes and coordinates nutrition education as an integral part of the food service program.
- Helps the school lunch managers find ways and develop activities that relate the cafeteria experience to the classroom.
- Directs the planning, research and development, and evaluation of Child Nutrition Programs so the programs achieve their purpose.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** January 2018