

TITLE: Child Nutrition Program Director

QUALIFICATIONS (per Alabama Administrative Code r. 290-080-030-.06):

1. Hold, as a minimum, an earned bachelor's degree from a regionally accredited senior institution of higher education in Foods and Nutrition, Food Service Management, or Home Economics (with a minimum of four (4) courses in foods and nutrition).
2. Verify a minimum of 1400 clock hours of compensated food service management, or an acceptable alternative to be approved by the State Superintendent of Education, to include, but not limited to, supervisory and/or administrative experience attained within five (5) years immediately preceding the date of application.
3. Provisional Requirements: Hold an earned bachelor's degree from a regionally accredited senior institution of higher education in any subject area other than the one identified and complete the following educational requirements for certification within three (3) years from the date of employment:
 - (a) A minimum of nine (9) semester hours or twelve (12) quarter hours in food and nutrition;
 - (b) A minimum of three (3) semester hours or four (4) quarter hours in Quantity Food Production and three (3) semester or four (4) quarter hours in Quantity Purchasing; and
 - (c) A minimum of three (3) semester hours or four (4) quarter hours in personnel management and three (3) semester hours or four (4) quarter hours in accounting.
 - (d) A director so employed who fails to meet the educational requirements within the prescribed time limits shall not continue in employment as the Child Nutrition Program director.
4. Professional Development. A minimum of fifteen (15) clock hours or approved professional development per year is required for certificate validity. The Alabama State Department of Education, Child Nutrition Programs will make the final decision on the approval of professional development activities.
5. Directors must meet any USDA requirements that are more restrictive than ALSDE requirements.

REPORTS TO: Executive Director of Federal Programs or Assigned Administrator

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

JOB DUTIES:

1. Prepare and administer the departmental budget.
2. Purchase and maintain an inventory of all foods, supplies, and equipment.
3. Standardize cafeteria accounting procedures in cooperation with the custodian of funds.
4. Recommend prices to be charged for various types of lunches, including the price of milk.
5. Plan and supervise the preparation and serving of menus at all schools.
6. Inform the public, through the system website, of planned lunch menus on a weekly basis.
7. Assist in planning all menus for school lunches.
8. Standardize as much as possible the size of portions served as related to lunch type.
9. Provide assistance and suggestions for the preparation and serving of government surplus foods.
10. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
11. Visit all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and suggesting possible improvements in operations.

12. Review and evaluate all requests and recommendations for purchase of new and replacement of equipment.
13. Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
14. Assist principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
15. Administer personnel policies and evaluates cafeteria managers and workers.
16. Standardize personnel policies, levels of cleanliness, health, and safety.
17. Interview, screens, and recommends appointment of all cafeteria personnel.
18. Check all bills and purchase orders for accuracy before presenting them to the business department for payment.
19. Make all applications for federal subsidies.
20. Make application for government surplus food for school cafeteria use, and directs its distribution and transfer.
21. Plan disposition of government commodities as part of the on-going food service program.
22. Check all government reimbursements.
23. Prepare specifications and bid conditions for all items requiring such bids by law or Board policy.
24. Operate a program of cooperative purchasing among cafeterias, particularly for high-volume items such as bread, milk, and canned goods.
25. Keep patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
26. Evaluate need for and provide opportunities for staff professional development on an annual basis.
27. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
28. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
29. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for 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 their direct supervisor). 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.

