

## Coosa County Schools Job Description

JOB TITLE: CHILD NUTRITION PROGRAM DIRECTOR

### QUALIFICATIONS:

1. 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 courses in foods and nutrition.
2. Minimum of fifteen clock hours of approved professional development per year required for certificate validity.
3. Computer skills and proficiency with CNP software preferred.
4. Background clearance through FBI and ABI process.

REPORTS TO: Superintendent

JOB GOAL: To direct, supervise, and administer a nutritionally adequate and fiscally sound nutrition program which has high student acceptance in all schools while meeting federal standards of accountability.

### PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Report to the superintendent to secure advice relating to all major problems, plans, programs, and progress.
3. Direct the CNP in accordance with federal and state laws and regulations, local and state health ordinances, and school system policies.
4. Plan and improve menus for school breakfast and school lunch to assure nutritional integrity of the program and meet US Department of Agriculture regulatory requirements.
5. Manage the free and reduced-price meal process including applications, verifications, rosters, benefit insurance, and updates.
6. Purchase food and supplies in accordance with federal and state bid laws.
7. Train and supervise CNP managers in areas of program management and meeting nutritional requirements.
8. Assist administrative personnel in determining staffing requirements for school cafeteria and be involved in hiring of CNP personnel for the school system.
9. Plan nutritious, appealing menus in cooperation with CNP managers that meet the requirements of the selected USDA menu planning option.
10. Ensure production records and work schedules are planned and completed properly.
11. Establish a centralized equipment replacement and maintenance program for all schools. Include routine inspections, preparation of bids, scheduling and maintenance, and routine disposition of old equipment.
12. Conduct a formal review of school program and complete the USDA review form which covers all aspects of the Child Nutrition Program.
13. Check, approve, and compile records from cafeteria concerning meal accounts, inventory, purchases, and food production.
14. Ensure a board approved wellness policy and HACCP plan are in place.
15. Plan in-service training programs, personnel conferences, and regular meetings.

16. Participate in professional growth activities by attending local, state, and national meetings.
17. Be familiar with and follow system policies.
18. Maintain proper and professional relationship with students, parents, other employees, and the public.
19. Maintain the confidentiality of information pertaining to students, staff, and school system.
20. Assume other job-related duties as assigned by supervisor.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*