

Job Description
La Porte Community School Corporation

JOB TITLE: Director of Child Nutrition

SUMMARY: Organize and direct the School Nutrition Program to provide quality food service in a cost-efficient manner; supervises a staff of 1 field coordinator, 2 office support personnel, and 85 food service workers in 8 elementary schools, 2 middle schools, 1 high school and one k-12 school.

Qualifications: Bachelor's Degree in Food and Nutrition, Food Service Management, Dietetics, Culinary Arts, or a related field, and a minimum of two years' successful experience.

Immediate Supervisor: Chief Financial Officer

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Program Management and Accountability

- Ensures the SNP is in compliance with all local, state, and federal laws, regulations, and policies.
- Implements the free and reduced price meal program in a manner that protects and preserves the civil rights of all students.
- Ensures compliance with the processing, approval, and verification of free and reduced meal benefits.
- Ensures an accurate meal counting and claiming system throughout the district.
- Implements corrective action, when needed, to address any deficiencies identified within the SNP.
- Effectively trains SNP staff, school administrators, and other school support staff to address corrective actions.
- Monitors the district's agreement with the IDOE, School and Community Nutrition to ensure the district complies with the provisions of the Child Nutrition programs.
- Contributes to the nutrition education and nutrition promotion components of the district's local wellness policy by serving as part of the LEAs School Wellness Committee.
- Implements, plans, and oversees all concessions for middle and high school sporting events district wide.
- Meets the requirements for implementing Smart Snack guidelines for the SNP and the LEA.
- Conducts routine on-site reviews of all facilities operated by the LEA.
- Employs management techniques to operate an effective and efficient program.
- Through strategic planning, develops short and long term goals for the SNO, supporting the philosophy and policies of the LEA and Board of Education.
- Ensures the allocation of USDA Food is appropriately ordered, planned for use, and safely stored.
- Reviews current research information to determine health and nutrition-related trends and management techniques, and then develops innovative program changes and expansions
- Develops guidelines for providing services in response to disaster or emergency situations.

- Develops a long-range program for establishing professional status for the SNP's role in the education community.
- Updates and maintains the Child Nutrition Program web Sponsor Summary information each program year.
- Implements, supervises, and meets compliance requirements for s SFSP.
- Implements, supervises, and meets compliance requirements for After School Snack Programs.

Facilities and Equipment Management

- Evaluates and projects facility and equipment needs for the SNP.
- Coordinates maintenance and repair of equipment and food preparation facilities.
- Conducts follow-up on completed repairs and maintenance.

Financial Management

- Monitors the SNP and SFSP's use of federal, state, and local funds to ensure they are used only for allowable purposes.
- Manages the SN and SFSO using appropriate financial management techniques.
- Establishes measurable financial objectives and goals for the SNO and SFSP.
- Projects operating costs based on meal equivalents.
- Projects the annual operating budget based on revenue and expenditure forecasts.
- Prepares justifications for budget requests.
- Develops, implements, and monitors internal controls to ensure financial accountability and program integrity.
- Establishes inventory management and control systems.
- Implements efficient management techniques to ensure all records and supporting documentation is maintained per local, state, and federal laws and policies.
- Completes the annual Paid Lunch Equity Tool to recommend reimbursable meal paid pricing.
- Establishes and justifies Non-Program Food pricing.
- Completes the Revenue from Non-Program Food Tool.
- Tracks revenues and expenditures by object codes.
- Implements and monitors a reliable system of cash management.
- Oversees payment of invoices in an accurate and timely manner.
- Maintains a fixed asset inventory.
- Prepares and submits required financial reports in a timely manner.
- Retains appropriate financial and participation records.
- Works with appropriate department personnel to complete the Annual Financial Report for the state.

Food Production and Operation Management

- Develops procedures to ensure the food production system provides safe, nutritious foods of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.
- Establishes quality standards for the presentation of service of food.

- Provides leadership in developing recipes following USDA meal pattern guidelines.
- Ensures daily production records are completed accurately for each meal type in each school.
- Plans menus for breakfast, lunch, afterschool snack, summer feeding and catering programs.
- Ensures all breakfast, lunch, and afterschool snacks served to students meet current USDA requirements.
- Assesses the program to determine if summer feeding is viable for the students in the LEA.
- Implements a plan for providing food service for special functions consistent with Board Of Education policies.
- Implements, plans, and oversees special events/catering.
- Implements, plans, and oversees all concessions for middle and high school sporting events district wide.

Food Security, Sanitation, and Safety

- Develops, implements, and monitors the required USDA food safety plan.
- Ensures each school is inspected bi-annually by the Department of Health.
- Establishes procedures to ensure food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school nutrition operation.
- Establishes procedures and policies for risk management.
- Maintains Food Safety Certification recognized by the Department of Health.

Customer Service, Marketing, and Communication

- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
- Develops specific marketing plans geared to students, parents, teachers, administrators, support staff, and/or the community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the SNP from the Board of Education, administrators, faculty, students, parents, and the community.
- Develops social marketing plans to involve students, parents, school personnel, and community partners in the district's SNP and SFSP.
- Seeks and responds to student, parent, media, community, and other concerns.
- Maintains relationships with community agencies and collaborates to achieve mutual goals.
- Prepares appropriate newsletters, news releases, and brochures to inform, involve and engage the community in various Child Nutrition initiatives.
- Engages stake holders using a variety of social media communication techniques.

Menu and Nutrition Management

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Integrates USDA food(s) into menus.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the SNP and SFSP.
- Works with school staff, nurses, teachers, parents, and health care providers who have prescriptive authority to plan menus for children with special nutrition needs.

- Develops or implements customer friendly recipes and offers methods of culinary training to school food service staff.
- Includes and identifies locally grown foods when developing menus and recipes.
- Contributes to the nutrition education and nutrition promotion of the LEAs local Wellness Policy; and serves on the Wellness Committee.

Human Resource Management

- Implements personnel policies and procedures for the SNP and SFSP in compliance with local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Meets training requirements of Professional Development Standards for SNP personnel.
- Annually receives training and trains all school staff working with the SNP and SFSP on Civil Rights.

Procurement and Inventory Management

- Meets program compliance requirements for procurement of all food, supplies, and equipment for the SNP and SFSP.
- Conducts annual line item bidding in order to maintain a cost-effective procurement system.
- Implements and adheres to a strict code of conduct for procurement using federal, state, and local money.
- Develops purchasing guidelines to ensure purchased food and supplies, including locally procured foods, reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
- Effectively orders, inventories, and uses USDA food.

Technology and Information Systems – NutriKids/Skyward/Interflex

- Implements management information systems that increase the productivity and efficiency of the SNP and SFSP.
- Trains staff to use computer technology in individual school sites to improve management control and information.
- Implements an up-to-date web based data information system for parents, students, staff, administrators, and the community.
- Conducts direct certification and direct verification through the Indiana STN Website.

Terms of Employment

- 260 day work calendar with salary and fringe benefits determined by the Board of School Trustees.