



Little Rock School District

JOB DESCRIPTION

Position Title: Child Nutrition Director

Prepared Date: 01/19/2022

JOB GOAL:

The Director of Child Nutrition is responsible for direct oversight of all aspects of Child Nutrition Services. This role includes administering, planning, directing, assessing, implementing, and evaluating child nutrition programs in order to meet the nutritional and educational needs of students. Other essential duties and responsibilities are listed below. Additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Minimum Academic Requirement – Bachelor's degree in Food & Nutrition, Food Service Management, Dietetics, Family Consumer Sciences, Nutrition Education, Culinary Arts or related management and industry fields. Master's degree and/or Registered Dietitian desired.
2. Minimum Experience Level Requirement – 10 years in food/nutrition services with five (5) of the years in a supervisory capacity.
3. Knowledge in financial management of child nutrition services.
4. Evidence of ability to deal effectively with the public and respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
5. Ability analyze and interpret nutrition laws & regulations, financial reports, and legal documents. Ability to effectively present information to top management, public groups, and board of directors.
6. Computer Skills – Working knowledge of MS Office tools (Word, Excel, PowerPoint, Outlook), as well as standard financial management and child nutrition related software.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



Little Rock School District

JOB DESCRIPTION

1. Plans, organizes, and controls the overall activities of the district child nutrition operations as related to the department's business operations, federal programs, nutrition education program, and contract services.
2. Manages the financial transactions of the Child Nutrition Department in compliance with district, state and federal guidelines.
3. Administers the federal lunch and breakfast programs and facilitates the maintenance of services as approved by the Board.
4. Implements the personnel procedures for recruiting, hiring, and maintenance of services in accordance with district policies.
5. Directs the central purchasing, storage, distribution, and inventory accounting of food and supplies at the central warehouse and school child nutrition units.
6. Trains, supervises, and evaluates child nutrition supervisory personnel.
7. Keeps patrons informed of the menus and services offered by the school cafeterias and of the health and educational benefits to be gained by students through participation in the school child nutrition program.
8. Plans and conducts staff development for managers and employees.
9. Works with the Health Services Coordinator in assisting principals and teachers in the instructional aspects of the school nutrition program and in the classroom instructional units pertaining to nutrition.
10. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent



Little Rock School District

JOB DESCRIPTION

unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.