

# **Simpson County School District**

## **JOB/POSITION DESCRIPTION**

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**Position Title:** Director of Child Nutrition  
**Department:** District Office/ Child Nutrition  
**Reports to:** Superintendent  
**Status:** Classified (Overtime Exempt)

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### **SUMMARY**

The Child Nutrition Director shall be under the general direction of the Superintendent and have the responsibility of developing, administering and supervising the district-wide Child Nutrition Program

### **QUALIFICATIONS:**

- Bachelor's degree in related field
- Master's Degree and/or registered dietician preferred
- Five or more years of supervisory experience preferred
- Must meet Mississippi Department of Education(MDE) requirements for School Food Service Administrator
- Knowledge of federal, state, and local requirements for Child Nutrition Programs

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works with child nutrition staff on needs for day/week/etc. and prepares for meetings/conferences
- Provides guidance for accommodations for students with special diets
- Verify ordering of all food and supplies for all cafeterias in district
- Provide guidance for Child Nutrition staff concerning all purchases, claims and inventory (food, equipment, supplies etc.)
- Provides oversight for all child nutrition staff in regards to training and staffing
- Prepares and monitors annual budget with assistance from the business office
- Reviews monthly fundamental reports to determine financial viability
- Determines department needs consistent with current financial statements
- Develops spreadsheets for equipment and other department needs
- Works with vendors for equipment
- Reviews all reports for submission to state/local entities
- Addresses employee concerns and schedules
- Reviews all claims/reports for reimbursement, any areas of concern relating to reimbursement/expenditures
- Reviews department standards regarding "offer vs. serve" requirements
- Completes all grant applications
- Verifies free and reduced lunch information is accurate for submission when applicable
- Verifies that all paperwork is in accordance with USDA guidelines
- Collaborates with each building principal to interview and recommend for hire new employees in child nutrition with guidance from district personnel office
- Monitors student balances by site and notifies principal(s) of outstanding balances when applicable
- Provides schools with nutrition materials as requested
- Oversees completion of National School Lunch contracts and Summer Food Service Program(SFSP) contract with MDE
- Determines compliance with USDA and Health department inspections
- Develops menus and assigns managers and employees for SFSP

- Develops budget for SFSP
- Provides required in-service for SFSP
- Oversees Fresh Fruit and Vegetable grant for eligible schools
  - a. Places and verifies orders
  - b. Monitors grant for remaining funds
  - c. Works with sites for usage, etc.
  - d. Researches new items
  - e. Discusses items with vendors
- Establishes standard procedures for maintaining inventories of purchases for food and government-donated foods and supplies
- Develops standard procedures regarding supervision and training of child nutrition personnel
- Maintains a regular schedule of on-site visits to participating schools; monitoring and scheduling follow-up visits to schools to ensure program compliance; accompanying state and/or federal representatives on local school visits
- Maintains open communications with parents, students, community groups and the administration
- Compiling and maintaining accurate records for the preparation of clear and concise reports
- Monitor proper meal counting for accuracy in filing monthly claims
- Prepare monthly reimbursement data into state meal claiming and accounting website for submission
- Responsible for bookkeeping and banking for the Department of Child Nutrition
- Review daily bank deposit tickets for accuracy and take corrective action if necessary
- Prepare monthly revenue report to the Business Office
- Maintain records for contract meal service
- Compile participation records for contract meal service and submit claim or invoice for payment
- Prepare yearly verification, organization renewal and other reports for MDE
- Assist with the entering food orders on the MDE website
- Maintain knowledge of the Nutrition Standards set for the NSLP and SBP to insure all requirements are met and are in compliance
- Facilitate audits of records with internal/external auditors
- Attend staff development meetings, managers' meetings, in-service meetings and any other training/meetings and travel to schools as deemed necessary
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

**SUPERVISORY RESPONSIBILITIES:**

Child Nutrition Bookkeepers, Child Nutrition Managers/Assistant Managers, Child nutrition Assistants/Substitute Child Nutrition Assistants

**PHYSICAL DEMANDS and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

**EMPLOYMENT:**

Twelve -month year; 250 days Salary based on the Simpson County School District's Approved Scale.

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **June 13, 2019**

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_