

**Armored School District
Job Description
Child Nutrition Director**

Title: Director of Food Services
Qualifications: 1. Food Services Administrator I certification, supervisor certification
2. Job experience in Food Service or related field
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
Reports To: Superintendent of Education
Job Goal: To provide each school child with meals of high nutritious quality and to provide leadership in the nutritional preparation of meals

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school district
- Administers the finances of the district with sound fiscal management and educational practices
- Assists with the development of the budget and make allocations to schools in an equitable manner
- Achieves maximum results for available resources and money spent

State and Federal Programs

- Complies with State Department of Education monitoring review
- Complies with USDA regulations regarding Food Service programs
- Directs regulations from the Arkansas State Department of Health
- Distributes all federal funds pertaining to Food Service
- Prepares specifications and bid conditions for all items required in Food Service programs by law or Board policy
- Informs the public of planned lunch menus
- Makes applications pertaining to Child Nutrition/Food Service programs for federal subsidies
- Assumes responsibility for internal reviews and follow-ups required by the State Department of Education
- Ensures the accurate administration of the free and reduced price program including an accurate daily meal count

Administration

- Assumes responsibility for Food Services personnel payroll
- Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained
- Ensures that high standards are maintained and monitors for possible areas for improvement
- Purchases and maintains an inventory of all foods, supplies, and equipment
- Reviews and evaluations all requests and recommendations for purchase of new and replacement equipment
- Prepares and administers the departmental budget
- Standardizes cafeteria accounting procedures in cooperation with the Business Office Manager
- Complies with auditors for audits of the Food Service accounts
- Assumes responsibility for the accuracy of bills and purchase orders before presenting them for payment

General Responsibilities

- Plans menus for all Food Service programs
- Provides direction for preparation, portioning, and serving of meals
- Supervises the planning and preparation of any special meals required for district-sponsored events
- Provides assistance and suggestions for the preparation and serving of commodity foods
- Interviews, screens, and recommends employment of all Food Service personnel
- Assumes responsibility for maintenance of Food Service equipment and kitchen facilities to include grease traps and sewer lines
- Performs any other tasks as required by the Superintendent

Terms of Employment: 205-day contract Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.