

Sheffield City Schools
Job Description – Child Nutrition Program (CNP) Director

POSITION TITLE: Child Nutrition Program (CNP) Director

QUALIFICATIONS:

1. At least a B.S. degree with a major in the field of home economics, nutrition, or a related field.
2. A minimum of three years experience in food service supervision.

REPORTS TO: Superintendent

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

SUPERVISES: Child Nutrition Programs Managers and CNP Secretary/Bookkeeper

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Acts as liaison in working with local school personnel, Central Office staff, and State Department of Education personnel in organizing and implementing a successful school lunch program.
2. Supervises the financial affairs of the food service program, including the supervision of all accounting and reporting procedures.
3. Plans and supervises the operation of a sound purchasing operation.
4. Checks and approves all CNP purchase orders and invoices for payment.
5. Implements policies and procedures for the free and reduced-price lunch program.
6. Checks and approves all free and reduced-price applications as requested.
7. Makes all applications for government reimbursements, subsidies and commodities, and directs their distribution and transfer.
8. Provides assistance and suggestions for the preparation and serving of government commodities.
9. Assists managers in planning menus for school lunches.
10. Checks and places weekly market orders with vendors.
11. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
12. Advises Child Nutrition Programs managers on correct use and maintenance of equipment.
13. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
14. Prepares specifications on bid conditions for all items requiring such bids by law or Board policy; evaluates bids.
15. Receives and compares prices on non-bid items.
16. Advises Child Nutrition Programs managers on proper storage and care of food.
17. Assists in interviewing and screening applicants and makes recommendations for appointment of CNP personnel.

18. Provides in-service training for CNP employees.
19. Administers personnel policies and evaluates cafeteria managers, assistant managers, and Secretary/Bookkeeper.
20. Assists principals and teacher, upon request, in the instructional phases of the lunchroom program and in the development of classroom instructional units pertaining to nutrition.
21. Visits all lunchrooms as often as possible and inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained.
22. Performs such other tasks and assumes such other responsibilities as the Superintendent or his designee may assign.

TERM OF EMPLOYMENT: Ten months. Salary according to the Child Nutrition Program Director salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance provisions of the evaluation procedures of the Sheffield City Board of Education.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.