

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Director of Child Nutrition Programs  
**Department:** Child Nutrition Programs  
**Reports to:** Chief Operations Officer  
**Prepared Date:** March, 2014

**SUMMARY OF RESPONSIBILITIES**

Assumes administrative responsibility for all personnel, services and programs of Child Nutrition in compliance with all federal state and local regulations and guidelines. Provide leadership to position, the Child Nutrition Program (CNP) as an integral component of the school district education environment through goal setting. Directs activities of staff engaged in preparing meals in Anoka-Hennepin School District cafeterias by performing the following duties personally or through subordinate supervisors.

**DUTIES AND RESPONSIBILITIES**

- Prepares and monitors entire CNP budget, including departmental short and long range planning.
- Directs system of ensuring financial accountability for district food service fund and each school cafeteria.
- Maintains active knowledge of state and federal governmental regulations affecting CNP and represents the district through presentations at local, state and federal levels.
- Oversees completion of all applications for federal, state and local funds for school milk, breakfast and lunch programs and manages the administration of CNP grants and studies. Reviews and recommends changes to meet compliance with federal, state and local regulations and guidelines.
- Directs and monitors preparation of all reports and vouchers.
- Recommends prices to be charged for program meals and services to include catered services.
- Plans and reviews new construction and remodel of kitchen and cafeteria facilities and oversees preparation of bids and specifications for food, non-food, and equipment. Requests major equipment and remodeling necessary from other district funds or CNP budget.
- Maintains program policy procedures and establishes standards to insure CNP nutrition integrity, sanitation, health, safety and efficiency.
- Supervises all CNP staff in the development of menus and efficient operations for the planning, preparation, serving, and student acceptance of CNP in a customer friendly manner. Conducts meetings appropriate to staff needs.
- Directs the development and implementation of staff development programs appropriate to the regulations and needs of CNP staff.
- Prepares and approves contract services and programs.
- Oversees procurement system for receipt, storage and distribution of food and non-food supplies from district suppliers and the federal food commodity program to the various school sites and food service operations.

- Establishes operational procedures to effectively manage receiving and inventory systems.
- Establishes a comprehensive technology infrastructure to achieve the operational goals of the school Child Nutrition Program.
- Develops long and short range capital equipment maintenance and replacement plan.
- Establishes an environmentally responsible school nutrition program.
- Directs the development of standards for high quality quantity food production. Conducts school site visits to assure regulatory compliance.
- Directs the development and implementation of marketing, merchandising and promotional programs.
- Oversees preparation of payroll and personnel record retention.
- Encourages and represents a positive relationship between Anoka-Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents and customers.
- Maintains confidentiality of all CNP and Anoka-Hennepin related business.
- Ensures students and public are informed of the menus and services offered by CNP and promotes health, wellness and educational benefits gained by participation in the programs.
- Promotes and maintains effective communication and public relations. Shares knowledge and resources with other district personnel, the general public, and the school board.
- Develops a structure and maintains procedures for the involvement of staff, students, parents, and community in planning and decision making relative to CNP and utilizes this information to develop program goals and evaluate effectiveness.
- Directs summer food service programs.
- Serves as CNP advisor during collective bargaining negotiations, when contract language interpretation is needed, and as the district food service health and safety contact.
- Communicates the requirements and needs of CNP to the Chief Operations Officer.
- Participates in professional organizations and attends appropriate meetings.
- Serves on the district negotiations team in meetings regarding Site Supervisors and Child Nutrition Assistants.
- Performs other tasks and assumes such other responsibilities as the Chief Operations Officer may assign.

### **SUPERVISORY RESPONSIBILITIES**

Manages subordinate supervisors who in turn supervise the employees in the Child Nutrition Program. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include:

- recruiting, interviewing, hiring, training, and evaluating employees;
- planning, assigning and directing work;
- setting staff ratios;
- developing productivity standards;
- maintaining job descriptions;
- appraising performance;
- rewarding and disciplining employees; and terminating employees
- addressing complaints and resolving problems.

## **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree with a major in Food/Nutrition and/or Business, or related areas; and four years related experience and/or training; or equivalent combination of education and experience. School Food and/or high volume multiple unit food service management experience preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Food Service Manager Certificate required.

Valid Driver's license.

School Nutrition Association Level 3 Certification preferred.

School Nutrition Specialist Certification preferred.

Participation in local and/or state nutrition organizational program preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and top management, parents, students, School Board, and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

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 regularly required to talk, hear, taste, smell, and lift and/or move up to 10 pounds. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb. The employee occasionally is required to balance, stoop, kneel, crouch, or crawl. The employee infrequently is required lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee, on an intermediate basis, is exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions when driving to District sites, risk of electrical shock, and vibration. The noise level in the work environment is usually loud, if in the cafeteria or kitchen; the office area is usually quiet.