Position: Assistant Child Nutrition Director

Qualifications:

➢ Bachelor’s Degree in nutrition and/or business
➢ Registered Dietitian – preferred, but not required
➢ ServSafe Certified
➢ 3-5 years administrative management experience in school nutrition
➢ Access to reliable transportation during working hours, travel is required between schools
➢ Excellent verbal and written communication skills to interact with parents, school administrators, staff, and public/private agencies

Responsibilities:

➢ Create breakfast, lunch, supper and snack menus for all schools and childcare
➢ Facilitate food ordering with vendors
➢ Conduct nutritional analysis of menus
➢ Responsible for testing new products and developing standardized recipes
➢ Monitor daily meal production records for all sites
➢ Assist with bids and purchasing of food, supplies and government commodities
➢ Work with point of sale program for menu planning, recipes and production planning
➢ Development and implementation of new menu concepts
➢ Provide support and guidance to Staff Dietitian for all special diets/allergy issues
➢ Assist with coordination of dietetic intern supervision, projects and assignments
➢ Ability to work collaboratively with district administration
➢ Perform other duties as assigned
➢ Assist in the supervision of child nutrition managers and child nutrition staff

Job Goal:

➢ To assist the Child Nutrition Director in the administration of child nutrition programs in accordance with district, local, state, and federal policies to ensure nutrition and financial integrity.

Salary and Benefits:

➢ Salary commensurate with experience
➢ 227-day position
➢ Administrative benefits

Apply online at www.district.wayne.k12.in.us and attach a cover letter and resume. Position may be filled at any time.
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