Central Indiana AppliTrack Consortium

Employment Application

Openings as of 12/15/2021

Director of Child Nutrition JobID: 14045

Position Type:
Administration/Director

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Date Posted:
12/14/2021

Location:
Central Office Administration Building

Date Available:
ASAP

Closing Date:
Until Filled

TITLE: Decatur Township Director of Child Nutrition

REPORTS TO: Superintendent of Schools and Director of Operations

EMPLOYMENT STATUS: 260 Day Contract

SALARY: Commensurate with Experience

LOCATION: Decatur Township Schools

Job Description: The MSD of Decatur Township Director of Child Nutrition will oversee all aspects of the school nutrition program for the district independently or alongside additional school nutrition professionals. He/She is directly responsible for the management of the day-to-day operations of school foodservice in the district. This includes administering, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children while following federal, state, and local guidelines. In addition, the director will manage, monitor and review compliance with contract service providers operating in support of the school district.

QUALIFICATIONS:

1. A degree from a four year college or university in foods and nutrition, dietetics, home economics, business administration or related field.
2. At least five years experience in food service in a commercial or institutional setting.
3. Two years experience at the management or administrative level, or an equivalent combination of education and experience.
4. Knowledge of U.S. Federal and USDA regulations relating to public school food service.
5. Experience with and knowledge of the Indiana Department of Education Office of Child Nutrition regulations and policies..
6. Pass a criminal background check.

Essential Duties and Responsibilities

Establishes quality standards for the presentation and service of food.
Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
Develops and integrates employee safety regulations into all phases of the school foodservice operation.
Establishes procedures and policies for risk management.
Establishes measurable financial objectives and goals for the Child Nutrition Program.
Manages the Child Nutrition Program using appropriate financial management techniques.
Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
Ensures operational procedures for efficient and effective food production and distribution.
Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
Ensures Child Nutrition Program compliance with all local, state, and federal laws, regulations, and policies.
Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
Develops guidelines for providing services in response to disaster or emergency situations.
Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
Employs management techniques to maintain an effective and efficient Child Nutrition Program.
Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.

Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
Implements personnel policies and procedures for the Child Nutrition Program according to local, state, and federal regulations and laws.
Develops job performance standards that provide for performance improvement.
Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
Establishes standards for the professional development of the district's Child Nutrition Program personnel.
Monitor and review all contracted service providers work across the school district to ensure appropriate use of resources, acceptable levels of productivity, cost effective/efficient installation methods, and adherence to project schedules and budgets.
Manage the day to day relationship with contract service providers, including negotiation, interpretation and application of established contractual agreements and/or service level agreements to ensure adherence to all contract compliance requirements and best outcomes for the school district.
Performs and directs job related proficiency with the highest ethical integrity.
Performs and directs with an overall nature that is committed to the goals and visions of MSD of Decatur Township.
Performs and directs appropriate communication skills with the customers served.
Thorough knowledge of the principles of optimal nutrition as applied to students.
Working knowledge of facility/equipment maintenance procedures.
Ability to communicate effectively orally and in writing.
Ability to establish and maintain positive working relationships
Performs such other tasks as may be assigned by the Superintendent of Schools and Director of Operations.

FMLA regulations require all employers to post the updated FMLA notice.

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