



Pickens County Board of Education Job Description

DIRECTOR OF NUTRITION/FOOD SERVICE

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 210 – 240 Days

SALARY: Georgia base salary plus local supplement based on degree and years of experience.

REPORTS TO: Superintendent/Director of Operations

QUALIFICATIONS:

1. Bachelor degree in food service management, nutrition, dietetics or family consumer science preferred. Background in accounting or management desired.
2. Certification/License: S-5, School Nutrition Director (P-12)
3. Supervisory experience in school nutrition, hospital dietetics, home economics teaching.
4. Communication, organization and leadership skills necessary to direct effective program.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Interprets and guides the implementation of standards, policies and regulations for the School Nutrition Program (SNP) as set forth by the United States Department of Agriculture (USDA), the Georgia Department of Education (GADOE) and the Pickens County Board of Education (PCBOE).
- Conducts annual program reviews in all schools and makes commendations and/or recommendations related to improvements.
- Is accountable for all reports and claims required by USDA, GADOE and PCBOE.
- Plans and publishes monthly school menus that comply with federal and state nutrient standards and that utilize USDA commodities.
- Establishes and maintains a system for cash collection and accountability, procurement, recordkeeping and inventory.
- Bids all food and non-food items purchased for the SNP according to Federal and State procurement regulations.
- Develops and maintains annual department budget.
- Supervises the maintenance of all SNP records, including accounting, Federal free and reduced meal program, staff training and personnel.
- Plans and facilitates staff development for SNP staff as determined by needs assessment, observation and GDOE regulations.
- Conducts annual performance evaluations of SNP managers and bookkeeper.
- Other duties as assigned.