



EMPLOYEE NAME: _____

Revised: 4/06; 04/08; 08/08; 10/12; 2/15; 6/16; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Director, FNS	JOB CODE: 630E
DIVISION: Business Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Executive Director, Food and Nutrition Services	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists in ensuring all local, State and Federal regulations are met; supervises, plans, directs, assesses, implements and evaluates activities of the Coordinators and Secretary V; coordinates training for Coordinators, Managers-in-Training, Key Persons, Floating Managers, Food Service Managers, and Food Service Assistants; ensures FNS Managers' policies and procedures manual are updated.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; approved Master Degree required within 3 years of assuming position
2.	Certification/License Required: Valid Georgia Driver's License; Registered Licensed Dietitian preferred; ServSafe Instructor and Examination Proctor Certification required (must obtain ServSafe Instructor and Examination Proctor Certification within 3 months of assuming position); must be eligible for a GaPSC Induction Certificate in the field of School Nutrition Director (see GaPSC Rule 505-2-.04 Induction Certificate) minimum of bachelor's degree or higher from a GaPSC accepted accredited institution – at date of hire. Must obtain a GaPSC Standard Professional Certificate in the field of School Nutrition Director at master's degree level – level five (5) or higher from a GaPSC accepted accredited institution) based on meeting Georgia's Standards of Conduct (GaPSC Rule 505-2-.24 Special Georgia Requirements) and completion of the required certification program) – within three (3) years from assuming position.
3.	Experience: 5 years of experience working in Food and Nutrition Services to include supervision, operations, curriculum development, and teaching. CCSD Food and Nutrition Services preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, including visiting construction sites, exposure to extreme cold and/or heat, and driving personal vehicle
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, organization, training, leadership; knowledge of FNS policies and procedures and familiar with CCSD FNS operations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates Coordinators and Secretary V; oversees the Coordinators in monitoring compliance with all Federal, State, County, and District regulations and policies, including Administrative reviews and HACCP standards.
3.	Coordinates state and local mandated training (MIT, ONE, ServSafe, FS Substitutes, Back-to-school Training) to meet the USDA professional standards training requirements. Oversees the department's training activities including monthly managers' meetings, in- service programs, and training workshops for school food service personnel.

4.	Collaborates with Executive Director on policy development for the department; oversees the updating and maintenance of the FNS Manager's Policy & Procedures Manual, HACCP, food safety procedures, departmental disaster and emergency preparedness plan; ensures manual updates are communicated effectively and in a timely manner.
5.	Oversees the maintenance of all district training records for Food Service Assistants, MITs, Key Persons, Floating Managers, Food Service Managers, and Coordinators; oversees the completion and submission of state required forms and reports pertaining to training and verifies/approves requirements for Managers' certification with the School Nutrition Association (SNA).
6.	Assists the FNS Executive Director in the development and administration of the annual budget; assists in establishing and monitoring compliance with measurable financial objectives and benchmarks (food, labor, revenue, inventory, and other) for local school FNS programs.
7.	Participates in the evaluation of food products and the testing and developing of recipes based on nutrition standards for quality, cost, customer preference, and ease of preparation; participates in the development and ensures implementation of grade specific menu system that meets Federal regulations and FNS quality standards.
8.	Oversees the various annual reviews to ensure compliance with all regulations.
9.	Assists in interviewing and selecting Food and Nutrition Services Staff.
10.	Assists in resolving FNS Office and local school FNS performance concerns and Human Resources issues.
11.	Provides support to FNS staff and school administration in response to customer issues.
12.	Oversees the content of the Training section of the FNS public web pages and the FNS Intranet: provides on-going tools, resources and best practices for daily operations for school level use.
13.	Attends professional development programs to gain knowledge beneficial to the continued growth of the FNS Program.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____